

Memorandum of Agreement

City of San José

and

**Association of
Building, Mechanical and Electrical Inspectors
(ABMEI)**



October 26, 2004 – October 19, 2007

**Association of Building, Mechanical and Electrical Inspectors
Memorandum of Agreement**

October 26, 2004 through October 19, 2007

TABLE OF CONTENTS

	Page
ARTICLE 1 PERIOD OF MEMORANDUM OF AGREEMENT	3
ARTICLE 2 RECOGNITION	3
ARTICLE 3 PURPOSE.....	3
ARTICLE 4 DEFINITIONS.....	4
ARTICLE 5 WAGES AND SPECIAL PAY	4
5.1 SALARY RANGES.....	4
5.2 WORKING IN A HIGHER CLASSIFICATION	5
5.3 HEALTH INSURANCE	6
5.4 DENTAL INSURANCE	6
5.5 PAYMENT-IN-LIEU OF HEALTH AND DENTAL INSURANCE.	7
5.6 CALL BACK PAY	8
5.7 JURY DUTY.....	8
5.8 WITNESS LEAVE.....	9
5.9 EDUCATIONAL AND PROFESSIONAL INCENTIVES	9
5.10 USE OF PRIVATE AUTOMOBILE - MILEAGE REIMBURSEMENT	10
5.11 LIFE INSURANCE.....	10
5.12 BILINGUAL PAY.....	10
5.13 SCHEDULED OFF-HOURS INSPECTIONS.....	10
5.14 PROTECTIVE CLOTHING AND EQUIPMENT	11
ARTICLE 6 HOURS OF WORK AND OVERTIME.....	11
ARTICLE 7 DUES.....	13
ARTICLE 8 MANAGEMENT RIGHTS	14

ARTICLE 9 FULL UNDERSTANDING, MODIFICATION AND WAIVER	14
ARTICLE 10 CONCERTED ACTIVITY.....	15
ARTICLE 11 SAFETY.....	15
ARTICLE 12 GRIEVANCE PROCEDURE	16
ARTICLE 13 LEAVES OF ABSENCE.....	19
ARTICLE 14 LAYOFF.....	20
ARTICLE 15 BULLETIN BOARDS.....	23
ARTICLE 16 HOLIDAYS.....	23
ARTICLE 17 VACATION AND PERSONAL LEAVE	25
ARTICLE 18 SICK LEAVE.....	28
ARTICLE 19 DISABILITY LEAVE.....	31
ARTICLE 20 MAINTENANCE OF MEMBERSHIP	33
ARTICLE 21 AUTHORIZED REPRESENTATIVES	33
ARTICLE 22 SEPARABILITY	33
ARTICLE 23 BEREAVEMENT LEAVE	34
ARTICLE 24 RETIREMENT	34
ARTICLE 25 PROBATIONARY PERIODS.....	34
ARTICLE 26 DISCIPLINARY ACTION.....	35
ARTICLE 27 PERFORMANCE EVALUATION.....	35
ARTICLE 28 EMPLOYEE ASSISTANCE REFERRAL	36
ARTICLE 29 CATASTROPHIC ILLNESS/INJURY TIME DONATION	36
ARTICLE 30 SUBSTANCE ABUSE.....	38
SIGNATURE PAGE.....	39

EXHIBITS:

- EXHIBIT I Salaries effective October 26, 2004, October 23, 2005, and October 22, 2006**
- EXHIBIT II Training Side Letter Agreement**
- EXHIBIT III Dispatcher Assignment Side Letter Agreement**
- EXHIBIT IV Substance Abuse Policy**

This Memorandum of Agreement hereinafter referred to as the "Agreement" is made and entered into at San Jose, California, this 26th day of October 2004 by and between the City of San Jose, hereinafter referred to as the "City" or "Management" and the Association of Building, Mechanical & Electrical Inspectors, hereinafter referred to as the "Employee Organization" or "Organization."

ARTICLE 1 PERIOD OF MEMORANDUM OF AGREEMENT

This Agreement shall become effective October 26, 2004 except where otherwise provided, and shall remain in effect through the 19th day of October 2007. No amendment or change to the provisions of this Agreement shall be valid or binding unless reduced to writing and signed by duly authorized representative(s) of the parties.

It is the mutual desire of the parties to conclude the meet and confer process as early as possible prior to the expiration of this Agreement. Therefore, it is agreed that the parties will exchange initial written proposals no later than the first day of August immediately prior to the expiration of this agreement.

The parties shall then set the first meeting of the meet and confer process at their mutual convenience as soon thereafter as possible. At this first meeting the parties may establish a final date for submission of additional proposals.

ARTICLE 2 RECOGNITION

Pursuant to Resolution #39367 of the City Council of the City of San Jose and the provisions of applicable state law, the Association of Building, Mechanical and Electrical Inspectors, hereinafter referred to as the Employee Organization, is recognized as the exclusive representative for the purpose of meeting and conferring on matters within the scope of representation for employees assigned to the classifications listed in Exhibit I attached and incorporated by reference into this Agreement. The classifications listed in Exhibit I and subsequent additions thereto or deletions there from shall constitute an appropriate unit.

ARTICLE 3 PURPOSE

The parties agree that the purpose of this Memorandum of Agreement is: To promote and provide harmonious relations, cooperation and understanding between the City and the employees covered herein, to provide an orderly and equitable means of resolving differences which may arise under this Agreement, and to set forth the full agreements of the parties reached as a result of meeting and conferring in good faith regarding matters within the scope of representation for employees represented by the Association of Building, Mechanical & Electrical Inspectors.

ARTICLE 4 DEFINITIONS

For the purposes of this Memorandum of Agreement, words, phrases and terms used herein shall be deemed to have the meanings specified in Section 2 - Definitions, of Resolution No. 39367 of the Council of the City of San Jose and in Part 2 - Definitions of Chapter 3.04 of Title III of the San Jose Municipal Code unless it is apparent from the context that a different meaning is intended.

ARTICLE 5 WAGES AND SPECIAL PAY

5.1 Salary Ranges

- 5.1.1 Effective October 26, 2004, all salary ranges for employees holding positions in classifications assigned to ABMEI (Union Code 03/031) shall be maintained for the first year of this agreement.
- 5.1.2 Effective October 23, 2005, all salary ranges for employees holding positions in classifications assigned to ABMEI (Union Code 03/031) shall be increased by approximately 1.5%.
- 5.1.3 Effective October 22, 2006, all salary ranges for employees holding positions in classifications assigned to ABMEI (Union Code 03/031) shall be increased by approximately 3.75%.
- 5.1.4 Pursuant to the provisions of Resolution No. 51870 or subsequent amendments thereto, no employee in any classification listed in this Unit shall receive the next higher salary rate within their range unless the Department Director or designee wherein such employee is employed, files with the Director of Employee Services before the normal effective date of such increase a written statement that such employee's work merits an increase in salary. The parties understand and agree that the general state of the budget of the City and/or the Department will not be a factor in determining whether or not an employee's work merits an increase in salary.
- 5.1.5 Prior to the normal effective date of an employee's salary rate increase, the Department Director or designee must file a statement with the Director of Employee Services that such employee's performance merits an increase in salary rate or a statement that the performance does not merit an increase and the reasons therefore.
- 5.1.6 If an employee fails to receive authorization for a salary rate increase through error or inadvertence, the Director of Employee Services or designee shall authorize an increase retroactively to the normal effective date upon notification from Department Director or designee that the failure to file a written statement authorizing a salary increase was due to error or inadvertence, together with a statement that the employee's work merits a salary rate increase.

- 5.1.7 If an employee fails to receive authorization for a salary rate increase, the Director of Employee Services or designee shall mail to the employee notice of the withholding of such salary rate increase, together with a copy of the statement that the employee's performance does not merit an increase. The notice shall be mailed to the address of the employee on file with the Director of Employee Services or designee within ten (10) calendar days after the normal effective date of the salary rate increase.
- 5.1.8 Within twenty (20) calendar days after an employee receives notification that a salary rate increase will be withheld, such employee may file a written Notice of Appeal to the Director of Employee Services, together with a written statement showing cause, if any, why an increase in salary in accordance with the above provisions should not be withheld. Within fifteen (15) calendar days after receiving the appeal, the Director of Employee Services or designee shall determine whether or not said employee's work merits a raise in salary. If the Director of Employee Services or designee finds such employee's work does merit an increase in salary, such employee shall receive an increase as provided for herein above, retroactive to the date upon which such increase would normally take place under the provisions above.

5.2 Working in a Higher Classification

- 5.2.1 Upon specific assignment by the Department Director, or designee, an employee may be required to perform the duties of a higher classification. Such assignments may be made to existing authorized positions, which are not actively occupied due to the temporary absence of the regularly appointed employee. Assignments to vacant positions shall be made in accordance with the rules pertaining to Temporary or Provisional appointments, or in accordance with section 5.2.2 below.
- 5.2.2 As an alternative to making an appointment to a vacant position, a department, may, upon City Manager or designee approval, assign an employee to work in a higher classification for a period of time not to exceed six months. At the expiration of the assignment (not to exceed six months), the assigned employee shall return to their regular assignment. The department may then request authorization to fill the position or return it to vacant status.
- 5.2.3 Employees specifically assigned to duties of a higher classification shall be compensated at the rate in the salary range of the higher classification, which is at least one salary rate step higher in the salary range schedule than the rate received by the employee in the employee's present class. The employee shall not receive any compensation, however, unless the assignment is for five (5) consecutive workdays or longer. The employee shall be compensated at the appropriate rate commencing with the first workday of the assignment provided the assignment is made for the applicable length of time.

5.3 Health Insurance

The City will provide health coverage for eligible full-time employees and their dependents in accordance with one of the available plans. The City will pay ninety percent (90%) of the full premium cost of the lowest priced plan for employee or for employee and dependent coverage. The employee will pay ten percent (10%) of the premium for the lowest priced plan up to a maximum of twenty-five dollars (\$25) per month. If the employee's 10% contribution for the lowest priced plan exceeds twenty-five dollars (\$25) per month, the City shall pay the difference. If the Employee selects a plan other than the lowest priced plan, the employee pays the difference between the total cost of the selected plan and the City's contribution towards the lowest priced plan.

Effective at the beginning of pay period one (1) of payroll calendar year 2006, The City will pay ninety percent (90%) of the full premium cost of the lowest cost plan for employee or for employee and dependent coverage, and the employee will pay ten percent (10%) of the premium for the lowest priced plan up to a maximum of fifty dollars (\$50) per month. If the employee's 10% contribution for the lowest priced plan exceeds fifty dollars (\$50) per month, the City shall pay the difference. If an employee selects a plan other than the lowest priced plan, the employee shall pay the difference between the total cost of the selected plan and the City's contribution towards the lowest priced plan.

Effective at the beginning of pay period one (1) of payroll calendar year 2007, The City will pay ninety percent (90%) of the full premium cost of the lowest cost plan for employee or for employee and dependent coverage, and the employee will pay ten percent (10%) of the premium for the lowest priced plan up to a maximum of one hundred dollars (\$100) per month. If the employee's 10% contribution for the lowest priced plan exceeds one hundred dollars (\$100) per month, the City shall pay the difference. If an employee selects a plan other than the lowest priced plan, the employee shall pay the difference between the total cost of the selected plan and the City's contribution towards the lowest priced plan.

5.4 Dental Insurance

5.4.1 The City will provide dental coverage for eligible full-time employees and their dependents. As of the date of this Agreement, the plans include an indemnity plan and a DHMO plan. These programs are described in the City of San Jose Employee Benefits Handbook and in pamphlets available in the Employee Services Department.

Effective at the beginning of pay period one (1) of payroll calendar year 2006, the City will provide dental coverage in the lowest priced plan for eligible full time employees and their dependents. If an employee selects a plan other than the lowest priced plan, the City will pay ninety five percent (95%) of the full premium cost for the selected dental coverage for eligible full time employees and their dependents and the employee shall pay five percent (5%) of the full premium cost for the selected plan. As of the date of this Agreement the plans include an indemnity plan and a DHMO plan. These plans are described in the

City of San Jose Employee Benefits Handbook and in pamphlets available in the Employee Services Department.

- 5.4.2 Each eligible, full-time employee and dependents shall receive annual maximum coverage of \$1500.00 in the Delta Dental Plan.
- 5.4.3 Each eligible, full-time employee and dependents shall receive a lifetime maximum of \$2,000.00 Orthodontia coverage in the Delta Dental Plan.
- 5.4.4 Retirees who meet the eligibility requirements defined in Ordinance No. 22261 amending Sections 3.24, Part 24, and 3.28 Part 17, Title 3 of the San Jose Municipal Code are entitled to dental insurance coverage as a benefit of the Federated Retirement System.
- 5.4.5 If the retiree who has selected the prepaid dental coverage option moves a significant distance away from a designated dental center, that employee may elect to be covered by the other available option(s).

5.5 Payment-in-Lieu of Health and Dental Insurance

- 5.5.1 The purpose of the payment-in-lieu of health and/or dental insurance program is to allow employees who have double health and/or dental insurance coverage to drop the City's insurance and receive a payment-in-lieu.
- 5.5.2 Employees who qualify for and participate in the payment-in-lieu of health and/or dental insurance program will receive 50% of the City's contribution toward their health and/or dental insurance at the lowest cost single or family plan if the employee is eligible for family coverage. The City will retain the remaining 50% of that contribution.
- 5.5.3 The payment-in-lieu of health and/or dental insurance program is available to full-time employees who are not on a reduced workweek or unpaid leave and have alternate group health and/or dental coverage. To qualify, an employee must provide proof of alternate group coverage to Employee Services. Alternate coverage must be acceptable by the City.
- 5.5.4 Enrollment in the payment-in-lieu of health and/or dental insurance program can only be done during the first 30 days of employment, during the annual open enrollment period, or within 30 days of a qualifying event (defined in the Employee Services Benefits Handbook as a change in marital, dependent or work status of the employee or the employee's spouse) occurring anytime during the year. Employees who miss the 30-day time limit after a qualifying event must wait until the next open enrollment period to enroll in the payment-in-lieu of insurance program. Enrollment in the payment-in-lieu of insurance program may be canceled by the employee only during the annual open enrollment period unless the employee loses alternate group coverage. Enrollment or cancellation during the open enrollment period will become effective the first pay period of the following calendar year.

- 5.5.5 Payments for the in-lieu insurance program will be discontinued if an employee becomes ineligible for the program. An employee's ineligible status would include but not be limited to the following situations, employment status changes from full to part time, employee is on an unpaid leave of absence, employee is on a reduced work week, or employee loses or does not have alternate insurance coverage. An employee whose in-lieu payments are discontinued may enroll, if eligible, in a health and/or dental plan during the next annual open enrollment period.
- 5.5.6 If an employee loses alternate coverage, the employee may enroll in a City health and/or dental plan outside of the open enrollment period. To be eligible the employee must provide verification that alternate coverage has been lost.
 - 5.5.6.1 Health Insurance. To enroll in a City health insurance plan following loss of alternate coverage, the employee must pay all unpaid premiums (City and employee contributions) and refund any excess in-lieu payments required to make the coverage effective on the date when alternate coverage ceased. Re-enrollment in the plan shall be in accordance with the carriers enrollment procedures.
 - 5.5.6.2 Dental Insurance. Enrollment in a City dental insurance plan following loss of alternate coverage will become effective the first of the month following payment of two dental premiums through the City's payroll process. Re-enrollment in the dental insurance plan shall not be retroactive.

5.6 Call Back Pay

An employee who is called back to work after the employee has worked their scheduled shift and has departed from their place of employment shall be credited with overtime for the time worked, or for two (2) hours at the appropriate rate, whichever is greater.

5.7 Jury Duty

- 5.7.1 Each full-time employee who is required to take time off from duty to serve as a juror in any Court of this State, or of the United States of America shall receive the regular base compensation less all jury fees received, excluding mileage. Each employee receiving a notice to report for jury service shall immediately notify the immediate supervisor. Eligibility for jury compensation shall be subject to the following:
- 5.7.2 Employees assigned to a day shift:
 - 5.7.2.1 In those cases in which the employee is released by the court at 1:00 p.m. or earlier, the employee will report for duty and work the balance of their shift. For this the employee receives their full day's

pay, and shall pay to the City the amount they receive from the court for the jury duty, excluding mileage.

5.7.2.2 In the event the employee does not return to work after having been released at 1:00 p.m. or earlier, the employee will receive no pay from the City for that day, but will be entitled to keep the jury fee.

5.7.2.3 In those cases in which the employee is not released by the court until after 1:00 p.m., the employee need not return to work. The employee receives the full day's pay, and shall pay to the City the amount they receive from the court for the jury duty, excluding mileage.

5.8 Witness Leave

5.8.1 Each employee of the City who is required, under subpoena to take time off duty with the City, to appear as a witness, by reason of their employment with the City, in any case or proceeding in any Court of this State or of the United States of America, shall receive their regular salary during the time of their service as a witness under subpoena, less any and all witness fees which the employee may receive. Compensation will not be paid if the employee is a party to the action and is in a position adverse to the City.

5.8.2 Each employee of the City who is called from off-duty status to testify in any court, under subpoena, on any subject connected with their employment, shall be compensated at the appropriate rate for the time spent by him/her in court, or for two (2) hours, whichever is greater, less any and all witness fees which the employee may receive. Compensation will not be paid if the employee is a party to the action and is in a position adverse to the City.

5.8.3 Upon service of subpoena, an employee shall immediately advise their Department Director, designee or supervisor thereof, and of the time when the employee is required to appear in Court in response thereto.

5.9 Educational and Professional Incentives

5.9.1 Tuition Reimbursement as provided in Section 5.01 of the City Policy Manual of the City of San Jose shall be continued during the term of this Memorandum of Agreement. Continuing Education Units will also be accepted. The amount paid to any employee shall not exceed four hundred dollars (\$400) in any fiscal year and shall be reimbursed at 100%. In no event shall tuition received from this program plus reimbursement from other educational incentive programs exceed the total cost of tuition and books.

5.9.2 The Tuition Reimbursement program will reimburse one-hundred percent (100%) of the examination fee for certifications and/or the renewal fee for certifications employees in the certified and uncertified Combination Building

Inspector class and certified and uncertified Supervising Building Inspector classes issued by the International Conference of Building Officials (ICBO), the International Association of Electrical Inspectors (IAEI) or the International Association of Plumbing and Mechanical Officials (IAPMO). Reimbursement of the examination fee will be made only upon submission of proof to the Director of Employee Services of successful completion of the examination issued by ICBO, IAEI, IAPMO or other recognized agencies.

5.10 Use of Private Automobile - Mileage Reimbursement

Each employee of the City authorized by the City Manager or designee to use the employee's private automobile in the performance of the employee's duties shall be entitled to receive and shall be paid as a travel allowance for such use of the employee's private automobile a "mileage reimbursement rate" consistent with the City's rate, as specified in the Finance Administrative Manual.

5.11 Life Insurance

The City shall continue to pay premiums on existing life insurance for full-time employees during the term of this Agreement and the face value of such insurance shall be \$20,000 per employee.

5.12 Bilingual Pay

Each full time employee who meets the eligibility requirements set forth herein shall be compensated at the rate of \$29 per bi-weekly pay period for each pay period actually worked.

- 5.12.1 The employee is or was selectively certified for a position which has been approved by the Director of Employee Services or designee for selective certification based on Spanish-English bilingual ability and is currently assigned to such position, or
- 5.12.2 The duties currently assigned to an employee and/or currently being performed by an employee require utilization of Spanish on a regular basis.
- 5.12.3 Such employee must be certified as bilingual according to the current established procedure. Before changing the current procedure, the City agrees to discuss any proposed change with the organization.
- 5.12.4 If the Director of a Department determines that another foreign language is required in his/her department subject to the above criteria, he/she may recommend that the employee receive bilingual pay.
- 5.12.5 If an eligible employee is on a paid or unpaid leave of absence, for a period of one full pay period or more, the appropriate reduction in bilingual pay shall be made.

5.13 Scheduled Off -Hours Inspections

An employee who is scheduled to perform one or more inspection(s) outside of, and not contiguous with, his/her regularly scheduled shift, shall be compensated for performing such inspection(s) at the rate of four (4) hours or for the time actually worked, to the nearest half-hour, whichever is greater. Such compensation shall be at the appropriate rate.

5.14 Protective Clothing and Equipment

5.14.1 The City shall furnish to each new full-time employee required safety shoes and coveralls within a reasonable time of employment. In addition, rain cover shall be available for use by employees required to work outside in inclement weather.

5.14.2 The City shall pay a cash protective clothing and equipment allowance to each eligible employee in the annual amount of \$175. Eligible employees will begin receiving the annual allowance in the calendar year following initial receipt of the protective clothing and equipment. The annual allowance will be paid as soon as practical after January 1 of each calendar year.

5.14.3 The employee shall be responsible for the continued upkeep, cleaning, maintenance and replacement of the initially issued protective clothing, equipment and related parts from the cash allowance.

ARTICLE 6 HOURS OF WORK AND OVERTIME

6.1 The workweek shall be seven (7) days commencing at 12:01 a.m. Sunday and ending at 12:00 Midnight the following Saturday.

6.2 The workday, for pay purposes, shall be a 24-hour period commencing with the beginning of the employee's regularly scheduled shift.

6.3 The normal work schedule for full-time employees shall be forty (40) hours consisting of five (5) consecutive days of eight (8) hours each, exclusive of a lunch period, Monday through Friday.

6.3.1 With the approval of the Department Director or designee, employees holding positions in classifications assigned to ABMEI (Union Code 03/031) Unit Three (3) may be scheduled for a thirty (30) minute or forty-five (45) minute lunch period in lieu of a one (1) hour lunch period where such schedule would not adversely affect the Department's or Section's hours of service to the public.

6.4 The City may establish a work schedule other than Monday through Friday where the interests of, or service to, the public requires. Employees assigned to such a schedule shall be given two (2) consecutive days off, even though the days off are in different work weeks except where due to a change in the employee's work schedule, it is impossible to provide two (2) consecutive days off.

- 6.5 The Department Director or designee, subject to regulation and control by the City Manager, shall determine the number of hours of work per workday and work week for part-time employees. Such employees, however, shall not be required to work a normal work schedule except on an intermittent basis.
- 6.6 An employee authorized or required to work overtime who works in excess of eight (8) hours per day, or ten (10) hours per day if assigned to a work schedule of four (4) ten (10) hour work days, or in excess of forty (40) hours per work week, shall be compensated at the rate of time and one-half (1-1/2) the employee's hourly rate, except when such excess hours result from a change in such employee's work week or shift or from the requirement that such employee fulfill his/her work week requirement.
- 6.6.1 Notwithstanding 6.6 above, any employee who works in excess of twelve consecutive hours shall be compensated at the rate of two (2) times the employee's hourly rate for all hours worked in excess of twelve (12) consecutive hours.
- 6.6.2 For overtime work, volunteers will be asked for first, whenever possible.
- 6.7 An employee assigned to work overtime may elect to either be paid for such overtime worked or be credited with compensatory time, providing that the employee makes such election during the pay period in which the overtime is worked, and provided, further, that in the event the employee requests payment for such overtime, the Department's budget can accommodate such payment. Once compensatory time off has been approved and scheduled, the employee shall be permitted to take such time off unless emergency circumstances necessitate cancellation of the time off. In such event, the employee will remain credited with the time canceled.
- 6.7.1 Notwithstanding any other provision of Section 6.7 to the contrary, the Department Director or designee may announce the intent of the department to pay employees the appropriate rate for accrued compensatory time that is not used as of a date specified by the department. This announced intent may apply to an entire department or to a specified section(s) of a department. The announcement will also specify a date by which each affected employee must elect to either:
- 6.7.1.1 be paid for all accrued, unused compensatory time, OR
- 6.7.1.2 be paid for all but 24-hours of such accrued, unused compensatory time, OR
- 6.7.1.3 retain all accrued, unused compensatory time, subject to other applicable provisions of this Section 6.7.
- 6.8 Time spent on paid sick leave, disability leave, holiday leave, vacation leave, military leave, compensatory time off duty, or other authorized paid leave shall be deemed time worked for purposes of this Article.

- 6.9 An employee who is terminated by reason of resignation, discharge or retirement and who upon the effective date of such termination has accrued unused compensatory time, shall be paid for such hours of unused compensatory time at the employee's straight time hourly rate. In the event the termination results from the death of the employee, the payment, if any, shall be made to the Executor of the Will or the Administrator of the Estate.
- 6.10 A fifteen (15) minute rest period will be provided in each half of the regularly scheduled work shift. Insofar as is possible, rest periods shall be scheduled in the middle of each half of the shift. It is understood and agreed that the inability to permit an employee to take a rest period shall not be a basis for any claim for overtime compensation.

ARTICLE 7 DUES

- 7.1 The City will deduct from the pay of each employee covered by this Memorandum of Agreement, while such employee is assigned to a classification included in a representation unit represented by the Organization, dues uniformly required as a condition of membership, pursuant to the Employee Organization's constitution and by-laws provided that the employee has signed an appropriate Authorized Dues Deduction card. Such authorization shall be on a form approved by the Municipal Employee Relations Officer or designee.
- 7.2 Payroll dues deductions shall be in the amount certified to the Municipal Employee Relations Officer or designee from time to time by the designated Representative of the Employee Organization as regular monthly dues.
- 7.3 Deductions shall be made from wages earned by the employee for the first two pay periods in each month for dues for the preceding month. The City will remit to the designated officer of the Employee Organization the amounts so deducted accompanied by a list of the employees for whom the deduction was made. The deductions and the list will be remitted to the Employee Organization not later than twenty-one (21) days following the pay period in which the deductions were made.
- 7.4 Properly executed dues deduction cards and an alphabetical list of the additional employees authorizing the deduction shall be submitted to the Municipal Employee Relations Officer on or before the Monday of the week preceding the beginning of the pay period in which deductions are to be made.
- 7.5 If, through inadvertence or error, the City fails to make the authorized deduction, or any part thereof, the City shall assume no responsibility to correct such omission or error retroactively.
- 7.6 It is expressly understood and agreed that the Employee Organization will refund to the employee any union dues erroneously withheld from an employee's wages by the City and paid to the Employee Organization. In the event the Employee Organization fails to refund the dues erroneously withheld within a reasonable period of time following

notification, the City will make such refund and deduct the amount from the amount due to the Employee Organization.

- 7.7 The Employee Organization shall indemnify the City and hold it harmless against any and all suits, claims, demands and liabilities that may arise out of or by reason of any action that shall be taken by the City for the purpose of complying with the foregoing provisions of this Article, or in reliance on any list or certification which shall have been furnished to the City under the above provisions.

ARTICLE 8 MANAGEMENT RIGHTS

- 8.1 Except to the extent that the rights are specifically limited by the provisions of the Agreement, the City retains all rights, powers and authority granted to it or which it has pursuant to law or the City Charter including, but not limited to: The right to direct the work force increase, decrease or re-assign the work force hire, promote, demote discharge or discipline for cause transfer or reclassify employees provide merit increases assign employees days of work, shifts, overtime and special work requirements, and to determine the necessity, merits, mission and organization of any service or activity of the City or of any City Department, Agency or Unit.
- 8.2 The City has the sole and absolute right to determine the nature and type of, assign, re-assign, revoke assignments of or withdraw assignments of, City equipment, including motor vehicles, to or from employees during, after or before hours of duty, without consultation or meeting and conferring with the employee affected or the Association of Building, Mechanical and Electrical Inspectors representing such employee.

ARTICLE 9 FULL UNDERSTANDING, MODIFICATION AND WAIVER

- 9.1 This Agreement sets forth the full and entire understanding of the parties regarding the matters set forth herein, and any and all prior or existing Memoranda of Understanding, understandings and agreements, whether formal or informal, are hereby superseded and terminated in their entirety.
- 9.2 Existing benefits provided by ordinance or resolution of the City Council or as provided in the San Jose Municipal Code and which are referenced in the Agreement shall be provided in accordance with the terms of the Agreement.
- 9.3 It is the intent of the parties that ordinances, resolutions, rules and regulations enacted pursuant to this Memorandum of Agreement be administered and observed in good faith.
- 9.4 Although nothing in this Agreement shall preclude the parties from mutually agreeing to meet and confer on any subject within the scope of representation during the term of this Agreement, it is understood and agreed that neither party may require the other party to meet and confer on any subject matter covered herein or with respect to any other matter within the scope of representation during the term of this Agreement.

ARTICLE 10 CONCERTED ACTIVITY

It is understood and agreed that:

- 10.1 Participation by any employee in a Unit represented by the Organization in picketing with respect to any issue concerning matters within the scope of representation as provided or proposed to be provided by the City of San Jose for any person, or participation in a strike, work stoppage or slowdown, or the failure to perform lawfully required work shall subject the employee to possible disciplinary action up to and including discharge.
- 10.2 If the Employee Organization, its officers or its authorized representatives violate provision (10.1) above or tolerate the violation of provision (10.1) above and after notice to responsible officers or business representatives of the Employee Organization, such officers or business representatives fail to take such prompt affirmative action as is within their power to correct and terminate the conduct described in provision (10.1) above, in addition to any other law, remedy or disciplinary action to which it or its officers or representatives may be subject, said Organization shall, by action of the Municipal Employee Relations Officer or designee, also be subject to suspension or revocation of the recognition granted to such Employee Organization and the Municipal Employee Relations Officer or designee may suspend or cancel any or all payroll deductions payable to or in behalf of members of such Organization, and prohibit or restrict the use of any City facility of any nature whatsoever and prohibit or restrict access by said officers or representatives to work or duty stations of employees in the representation unit. Such action on the part of the Municipal Employee Relations Officer or designee shall not be subject to review under the provisions of Article 12, entitled Grievance Procedure.

ARTICLE 11 SAFETY

- 11.1 The City shall provide a reasonably safe and healthy working environment in accordance with applicable State and Federal laws and regulations. The Association agrees that where safety devices or protective equipment is required or furnished, its use shall be mandatory.
- 11.2 An employee who believes that their work assignment is unsafe and for that reason refuses to perform such assignment shall be assigned other duties, if other duties are available, and no other employee shall be assigned the work assignment in dispute until after a determination has been made by the City's Safety Officer. If no other duties are available, the employee shall be placed on a leave of absence without pay, pending the above determination. Prior to being placed on such leave, however, the employee may request the presence of the appropriate employee organization representative.
- 11.3 The employee's immediate supervisor shall immediately request the City's Safety Officer to make a determination as to the safeness of the work assignment in question. If the assignment is determined to be unsafe, the employee shall be reimbursed for any time

lost due to the refusal to perform. If the employee disagrees with the determination of the City's Safety Officer and continues to refuse to perform the assignment, he/she shall be assigned other duties, if such other duties are available, and a prompt request for a determination by the Department of Industrial Safety of the State of California shall be made. Pending such determination, the assignment shall not be given to another employee. If no other duties are available, the employee shall be placed on a leave of absence without pay, pending the determination of the Department of Industrial Safety. If the assignment is determined to be unsafe, the employee shall be reimbursed for any time lost due to refusal to perform. The determination by the Department of Industrial Safety of the safeness or un-safeness of the work assignment shall not be subject to the grievance procedure.

- 11.4 Upon request of either the employee or the representative of the Department of Industrial Safety, the appropriate employee organization representatives shall be permitted to accompany the City Safety Officer, or the representative of the Division of Industrial Safety, or both, during the inspections of the questioned work assignment. Neither the employee nor the appropriate employee organization representative shall suffer any loss of compensation for time involved in the inspections of the questioned work assignment during their respective regularly scheduled working hours. In no event shall overtime or premium pay be paid for any time spent in such inspections.
- 11.5 As used herein, the term "City Safety Officer" shall include any person designated to act as such.

ARTICLE 12 GRIEVANCE PROCEDURE

- 12.1 Any dispute between the City and an employee, or, where provided, the appropriate representative of the Employee Organization, regarding the interpretation or application of the written Memorandum of Agreement, or the interpretation or application of the Employer-Employee Resolution #39367, as amended, shall be considered a grievance. A grievance may be initiated only by the employee directly affected except as otherwise provided herein. Where the dispute directly affects a significantly large group of employees in the representation unit, the appropriate employee organization representative may file a grievance on behalf of such employee(s).
- 12.2 Grievances involving Resolution #39367, as amended, shall be filed in writing with the Municipal Employee Relations Officer or designee and shall be processed in accordance with applicable provisions of the Resolution.
- 12.3 STEP I
 - 12.3.1 An employee may present the grievance orally either directly or through his/her Employee Organization representative to the immediate supervisor. The grievance must be presented within ten (10) working days following the event or events on which the grievance is based. The immediate supervisor shall make whatever investigation is necessary to obtain the facts pertaining to the

grievance. Within five (5) working days after receiving the oral grievance, the immediate supervisor shall give the employee an oral reply.

- 12.3.2 If the employee is not satisfied with the reply of their immediate supervisor, the employee may appeal the grievance to Step II.

12.4 STEP II

- 12.4.1 If the employee desires to appeal the grievance to Step II, the grievance shall be reduced to writing, on forms provided, and presented to the Department Director or designee, within five (5) working days following the receipt of the immediate supervisor's oral reply.
- 12.4.2 The written grievance shall contain a complete statement of the grievance, and alleged facts upon which the grievance is based, the reasons for the appeal, the section or sections of the Memorandum of Agreement relied upon or claimed to have been violated, and the remedy requested. The grievance shall be signed and dated by the employee.
- 12.4.3 The Department Director or designee may arrange a meeting with the employee, the appropriate employee organization representative and the immediate supervisor to attempt to resolve the grievance. In any event the Department Director or designee shall give a written decision to the employee within ten (10) working days following receipt of the written appeal to Step II.
- 12.4.4 If the employee is not satisfied with the decision, the employee may appeal the grievance to Step III.

12.5 STEP III

- 12.5.1 If the employee desires to appeal the grievance to Step III, the employee shall complete the appropriate appeal section of the grievance form, sign the appeal, and present the grievance to the Municipal Employee Relations Officer or designee within five (5) working days following receipt of the written decision at Step II.
- 12.5.2 Within ten (10) working days after receipt of the appeal to Step III, the Municipal Employee Relations Officer or designee shall hold a meeting with the employee, the appropriate employee organization representative, and the Department Director or designee to discuss the matter. A written decision shall be given the employee or the appropriate employee organization representative within five (5) working days following the meeting.
- 12.5.3 If the employee is not satisfied with the decision of the Municipal Employee Relations Officer, the employee or the appropriate employee organization representative may appeal the grievance to Step IV.

12.6 STEP IV - ARBITRATION

- 12.6.1 If the grievance has been properly processed through the previous steps of the procedure and remains unresolved, the employee or the appropriate employee organization representative may appeal the grievance to arbitration. The employee or the appropriate employee organization representative shall notify the Municipal Employee Relations Officer or designee, in writing, within fourteen (14) calendar days following receipt by the employee of the written answer at Step III.
- 12.6.2 Within fourteen (14) calendar days following the receipt of the notice of appeal to Step IV, a meeting shall be arranged by the Municipal Employee Relations Officer or designee with the employee and/or the appropriate employee organization representative to prepare a joint statement of the issue, or issues, to be presented to the arbitrator. If the parties are unable to agree upon the issue or issues, each party will prepare its statement of the issue or issues and jointly submit the separate statement of issue or issues to the arbitrator. At the beginning of the hearing referred to herein, the arbitrator shall determine what the issue or issues are.
- 12.6.3 The parties may mutually agree upon the selection of the arbitrator or shall jointly request the State of California Conciliation Service to provide a list of seven (7) persons qualified to act as arbitrators.
- 12.6.4 Within ten (10) working days following receipt of the above referenced list, the parties shall meet to select the arbitrator. The right to strike the first name shall be determined by lot and the parties shall alternately strike one name from the list until only one (1) name remains, and that person shall be the arbitrator.
- 12.6.5 The arbitrator shall hold a hearing on the issue or issues submitted, or as determined by the arbitrator if the parties have not mutually agreed upon the issue or issues, and render a written decision and reasons for the decision as soon after the hearing as possible. The decision shall be binding on both parties, and shall be limited to the issue or issues involved.
- 12.6.6 The decision shall be sent to the Municipal Employee Relations Officer or designee and to the employee or appropriate representative of the employee organization.
- 12.6.7 Each of the parties shall pay for the time and expenses of its representatives and witnesses through all stages of the arbitration procedure and shall contribute equally to the fee and expenses of the arbitrator. The arbitrator's fee shall be determined in advance of the hearing.
- 12.6.8 The parties agree that the arbitrator shall not add to, subtract from, change or modify any provision of this Agreement and shall be authorized only to apply existing provisions of this Agreement to the specific facts involved and to interpret only applicable provisions of this Agreement.

- 12.6.9 The parties agree that the time limits set forth herein are of the essence of this procedure and are to be strictly complied with. Time limits may be extended only by written mutual agreement of the parties.

12.7 General Provisions

- 12.7.1 Although the grievances may be processed during normally scheduled working hours, the employee organization agrees that the time spent by its designated representatives shall be kept to a minimum and that no employee organization representative shall be entitled to any additional compensation or premium pay for any time spent in processing grievances outside such representative's regularly scheduled hours. The employee organization also agrees that it will not process grievances during periods of overtime.
- 12.7.2 Any grievance not filed or appealed within the time limits specified shall be considered settled on the basis of the last disposition given. In the event the grievance is not answered within the time limits set forth herein, either the employee or the appropriate employee organization representative may appeal the grievance to the next higher step within the time limits provided.
- 12.7.3 The employee organization agrees that it will not initiate or pursue any other avenue of redress on any matter properly within the scope of representation until the provisions of this Article, including arbitration, have been utilized.
- 12.7.4 Working days as used in this Article shall be defined as the regularly scheduled working days of the employee, or appropriate employee organization representative filing or appealing the grievance and the regularly scheduled working days of the appropriate representative of the City responsible for replying to the grievance.
- 12.7.5 If an employee desires to file a grievance involving separation from City employment pursuant to the application of Article 13, entitled Leaves of Absence, the employee shall file the grievance in writing at Step II within ten (10) calendar days following the date of separation.
- 12.7.6 Any of the time limits specified in Steps I through III may be extended by written mutual agreement of the parties.

ARTICLE 13 LEAVES OF ABSENCE

- 13.1 By written request of the employee through the "Request for Leave of Absence" form, the appointing authority, or his/her designated representative, may grant an employee a leave of absence without pay for good and sufficient reason not to exceed twelve (12) months. Such leaves may be extended, not to exceed an additional 6 months, by written request of the employee subject to approval of the City Manager or designee. Written requests for an extension of a leave shall be submitted prior to the expiration of the leave.

- 13.2 Any leave granted pursuant to the provisions contained herein may be canceled by the appointing authority by notice in writing mailed to the employee at the employee's address on file in the Employee Services Department or such other address as the employee may designate. Such notice shall be by registered mail, return receipt requested and shall be mailed not later than thirty (30) days prior to the effective date of the cancellation of the leave. Failure of the employee to return to work on the first scheduled work day after the effective date of the cancellation, or on the first scheduled work day following the expiration of a leave, shall be considered a voluntary resignation unless the failure to return is due to extenuating circumstances beyond the control of the employee. Each employee who is granted a leave pursuant to the provisions of this Article shall, upon return from leave, be entitled to the position within the classification held by the employee at the time the leave commenced.
- 13.3 If the position to which an employee would otherwise be entitled pursuant to the above has been deleted from the department's budget during the term of the employee's leave of absence, the employee shall, upon return from leave, be entitled to a position within the classification held by the employee at the time the leave commenced, provided there is either a vacancy in such classification or an employee in the classification with less seniority whose duties the returning employee is qualified to perform.
- 13.4 The employee is responsible for coordinating their return to work following a leave of absence. Prior to returning from a leave of absence, the employee shall contact their supervisor to ensure that all necessary documents have been completed and steps taken.
- 13.5 For the purposes of this Article, seniority shall be defined in accordance with Subsection 14.4.1 of Article 14, entitled Layoff.
- 13.6 Any employee who is absent without notification to their Department Director or designee for two (2) consecutive work shifts shall be considered a voluntary resignation unless the failure to report is due to extenuating circumstances beyond the control of the employee.
- 13.7 Employees who have been separated from City service for failure to return from leave, or failure to report and whose failure is determined by the City to be the result of extenuating circumstances beyond their control shall be reinstated.

ARTICLE 14 LAYOFF

- 14.1 Order of Layoff. When one or more employees in the same class in a City department are to be laid off for lack of work, purposes of economy, curtailment of positions or other reason, the order of layoff shall be as follows:
- 14.1.1 Provisional employees in the order to be determined by the appointing authority.

- 14.1.2 Probationary employees in the order to be determined by the appointing authority.
- 14.1.3 Permanent employees in inverse order of seniority within the classification being reduced, or in a higher class.
 - 14.1.3.1 Permanent employees shall be given every opportunity for transfer to other departments when layoff is pending.
- 14.2 Notice of Layoff. Employees subject to the provisions of this Article shall, wherever possible, be given at least thirty (30) calendar days notice in writing prior to the effective date of layoff. The appropriate employee organizations shall receive concurrent notice, and upon written request within seven (7) calendar days after the notice is given shall be afforded an opportunity to meet with the appropriate City representatives to discuss the circumstances necessitating the layoff and any proposed alternatives to such layoff.
- 14.3 Reassignment in Lieu of Layoff. In the event of layoff, any employee so affected may elect to:
 - 14.3.1 Accept a position in a lateral or lower class in which he/she has previously served, or a position in a lateral or lower class within the series containing the class from which the employee is being laid off, provided the employee is otherwise qualified and is more senior than the least senior employee in such lateral or lower class.
 - 14.3.2 Accept a vacant position in a lateral or lower class for which the employee has the necessary education, experience, and training as determined by the Director of Employee Services or designee. An employee may also accept a vacant position in a higher class provided the employee has held permanent status in such higher class and further provided that the employee's removal from the higher class was voluntary and occurred during the employee's most recent period of employment. Adverse decisions of the Director of Employee Services regarding necessary education, experience, and training shall be subject to the grievance procedure, including arbitration. The employee may file the grievance at Step III within ten (10) working days of the date of being notified of the adverse decision.
 - 14.3.3 Any employee entitled to an option noted above, which involves assignment to a lower classification, may elect to be placed on layoff in lieu of accepting such assignment to the lower class. In the event the employee elects to be placed on layoff, such employee will only be recalled to the classification from which the employee elected to be placed on layoff or to any higher classification to which the employee may be entitled pursuant to the provisions of this Article.
- 14.4 As used in this Article, the following words and phrases shall be defined as follows:
 - 14.4.1 Except as otherwise provided in part 14.3 above, seniority shall be defined as the length of continuous paid employment within any permanent class or classes

within the classified service of the City. Seniority shall be retained but shall not accrue during any period of leave without pay, except for authorized military leave.

- 14.4.2 A lower class shall mean a class with a lower salary range.
 - 14.4.3 A position in a lateral class shall mean a position in a class with the same salary range.
 - 14.4.4 A position in a higher class shall mean a position in a class with a higher salary range.
- 14.5 Except as otherwise provided herein, no employee shall be entitled to a position in a higher class as a result of the application of the provisions of this Article.
- 14.6 Layoff Reinstatement Eligible List
- 14.6.1 The names of such persons who are laid off or who elect reassignment in lieu of layoff in accordance with the provisions of Part 14.3 of this Article shall be placed upon a Reinstatement Eligible List in inverse order of seniority i.e., the person with the greatest seniority on the Reinstatement Eligible List for the classes affected shall be offered reinstatement when a vacancy exists in the affected class. In the event the person refuses the offer of reinstatement, such person's name shall be removed from the Reinstatement Eligible List unless such person has reinstatement rights under the provisions of this Article to a higher class than the one in which the reinstatement is being refused.
 - 14.6.2 In the event an employee accepts reinstatement to a lower class to which the employee is entitled, such person's name shall remain on the Reinstatement Eligible List for reinstatement to a lateral class provided such person, except for lack of seniority, would have been otherwise entitled to such lateral class at the time of the most recent layoff.
 - 14.6.3 Any person who is reinstated to a class which is the highest class to which they would have been entitled at the time of the layoff shall have their name removed from the Reinstatement Eligible List.
 - 14.6.4 In the event a person on layoff cannot be contacted by the City through usual and customary channels within ten (10) working days, such person's name shall be removed from the Reinstatement Eligible List, providing, however, that such person within the three year period specified herein may request that their name be replaced on the Reinstatement Eligible List and such person's name may, in the sole discretion of the Director of Employee Services, be returned to the Reinstatement Eligible List.
 - 14.6.5 In no event shall the names of any person laid off pursuant to the provisions of this Article remain on a Reinstatement Eligible List for a period longer than three years from the effective date of such person's most recent layoff.

- 14.7 Upon reinstatement to any classification to which the employee is entitled pursuant to the provisions of this Article, all benefits acquired by the employee prior to layoff shall also be reinstated. An employee shall not receive credit for time spent on layoff in computing time for any benefit entitlement.

ARTICLE 15 BULLETIN BOARDS

- 15.1 Recognized employee organizations may use designated portions of City bulletin boards in departments, which have employees in the representation unit for which the employee organization is recognized.
- 15.2 Subject to the provisions contained herein, the following types of employee organization notices and announcements listed below may be posted on the bulletin boards:
- 15.2.1 Meetings, elections, welfare, recreational and social affairs and such other notices as may be mutually agreed upon between the employee organization and the Municipal Employee Relations Officer or designee.
- 15.3 All material shall identify the organization responsible for its posting. Copies of all material to be posted must be filed with the Municipal Employee Relations Officer or designee who shall have the sole and exclusive right to order the removal of any objectionable material.
- 15.4 The Municipal Employee Relations Officer or designee shall notify the employee organization of any material ordered removed. The employee organization shall be given the opportunity to revise the material to delete the objectionable section or sections.
- 15.5 The City reserves the right to determine where the bulletin boards shall be placed and what portion of such bulletin boards are to be allocated to employee organizations.
- 15.6 Failure of the employee organization to abide by the provisions of this Article shall result in the forfeiture of the employee organization's right to have materials posted on City bulletin boards. The City agrees it will not exercise its rights provided herein in an arbitrary and capricious manner.

ARTICLE 16 HOLIDAYS

- 16.1 Except as hereinafter otherwise provided, each full-time employee shall be entitled to paid holiday leave on each of the following holidays as observed, and on no other day, during the term of this Agreement:

New Years Day
Martin Luther King Day
President's Day
Memorial Day

Columbus Day
Veterans Day
Thanksgiving Day
Day After Thanksgiving

Independence Day
Labor Day
Cesar Chavez Day

Christmas Eve Day
Christmas Day
New Year's Eve Day

- 16.2 Eligible full-time employees shall also be entitled to paid holiday leave on any other day proclaimed or designated by the Council of the City of San Jose as a holiday for which full-time employees will be entitled to holiday leave. Should additional holidays be provided or should an existing holiday be traded for a different holiday observance for other represented employees on a Citywide basis, such additional holidays or trades shall apply to employees in this unit.
- 16.3 Except as otherwise designated, any holiday specified herein, including any other day proclaimed or designated by the City Council as a holiday for which full-time employees are entitled to holiday leave, which falls on a Sunday shall be observed for purposes of this Article on the following Monday. Such holidays which fall on a Saturday shall be so observed on the proceeding Friday.
- 16.4 Except as otherwise provided, no such full-time employee shall be required to work on any of said holidays provided, however, that subject to regulation and control by the City Manager, the director or designee of any department of the City government may specify the days of the week and the hours of such days when any such employee in their department or under their jurisdiction shall be required to work, and may require any such employee to work on any or all of said holidays. Each full-time employee who is required to work on any or all of said holidays shall receive the salary that he would be entitled to for that day at the employee's regular rate of pay, and in addition thereto, the employee shall receive compensatory timeoff duty equal to one and one-half (1-1/2) times the number of hours which the employee works on said holiday.
- 16.4.1 Said compensatory time off duty shall be credited to such employee in accordance with Article 6, Subsection 6.7 of this Agreement provided, however, that upon written request by the employee to the Department Director or designee, within not more than thirty (30) calendar days after the holiday when such compensatory time was earned, such employee shall receive and be given, in addition to the employee's regular pay for such holiday and in lieu of such compensatory time off, such additional compensation as shall equal the number of hours of compensatory time credited to the employee multiplied by the employee's equivalent hourly rate.
- 16.4.2 The compensation above provided to any employee who may be required to work on any or all of said holidays shall be inclusive of any overtime compensation or other benefits to which such employee may be entitled under the provisions of any other ordinance or resolution of the City of San Jose or other applicable law, and not in addition thereto.
- 16.5 If any of said holidays falls on a full-time employee's regular day off, during which the employee is not required to work, such employee shall be entitled to compensatory time off duty equal to the number of regularly scheduled hours which the employee works during their assigned work day. Said compensatory time off duty shall be credited to such

employee in accordance with Article 6, Subsection 6.7 of this Agreement; provided, however, that upon written request by the employee to the Department Director or designee, within not more than thirty (30) calendar days after the holiday when such compensatory time was earned, such employee shall receive and be given, in lieu of such compensatory time off, such additional compensation as shall equal the number of hours of compensatory time credited to the employee multiplied by the employee's equivalent hourly rate.

- 16.6 The parties recognize that the construction industry does not necessarily observe the same holidays as the City and that it may therefore be desirable to have employees work on days normally designated as holidays for the City. Thus, notwithstanding any provision of this Article to the contrary, if an employee and the Department Director or designee mutually agree in advance of any holiday that it is desirable for purposes of workload management to permit said employee to work on a day designated as a holiday in section 16.1 of this Article, the employee may work and be paid at their regular rate of pay. Furthermore, in lieu of any holiday premiums provided elsewhere in this Article for work on such holiday the employee shall schedule a different, regularly scheduled work day to be on leave with full pay at the employee's regular rate of pay, provided that such scheduling shall be done in advance of said regularly scheduled work day and shall be subject to the approval of the Department Director or designee.
- 16.7 Holiday Closure. The City Manager or designee may determine that all non-essential City operations close for a Holiday Closure during the Christmas and New Year's holidays. Department Directors or designees will determine which services will remain open. In the event of a holiday closure and with approval of the Department Director or designee, employees may take time off during the closure period, but taking time off shall not be a requirement.
- 16.7.1 Employees electing to take time off during a holiday closure may choose to take vacation, compensatory time, personal leave or lost time during the closure period. Employees who take lost time during the closure shall continue to receive the following accruals: vacation, sick leave, citywide seniority and department seniority. Eligible employees who have been employed by the City for less than thirteen (13) bi-weekly pay periods may use available vacation during the closure.

ARTICLE 17 VACATION AND PERSONAL LEAVE

- 17.1 Vacation Accrual Rates. Each eligible full-time employee, who has been employed as such for at least thirteen (13) bi-weekly pay periods, shall accrue a leave of absence with full pay for vacation purposes, pursuant to the provisions of Resolution No. 51872, or amendments thereto. An employee shall be entitled to accrue vacation leave in the amount specified below for each cycle of 26 full biweekly pay periods immediately preceding December 31st, or portion thereof, in each year of their employment as specified below:

Years of Service**Hours of Vacation
per 26 Pay Period Cycle**

First 5 years	80 hours
6th year – 10th year	120 hours
11th year – 12th year	136 hours
13th year – 14th year	152 hours
15th year or more	168 hours

- 17.2 Carry-Over of Vacation Leave. An employee may carry over to the next subsequent cycle of 26 biweekly pay periods, not more than 200 hours of unused vacation leave, together with any earned vacation leave which the employee is prevented from using in the former cycle, during which it is accrued, because of service-connected disability. An employee carrying-over greater than the maximum allowable vacation hours shall have the excess amount deducted from the following year's accrual unless approved in advance by Employee Relations.
- 17.3 Reimbursement for Unearned Vacation Leave. If the employment of any full-time employee should cease and if the employee has taken more vacation leave than the employee had accrued at the time of termination of their employment, there shall be deducted from the employee's final pay, or the employee shall refund to the City such pay as the employee shall have received for vacation leave theretofore taken by the employee.
- 17.3.1 The provisions of Subsection 17.3 shall not apply to any full-time employee whose employment by the City is terminated by reason of their death, or their entry into active duty with any of the Armed Forces of the United States that is reasonably likely to exceed one (1) year in duration.
- 17.4 Payment for Unused Accrued Vacation Leave Upon Termination of Employment. If the employment by the City of any full-time employee should cease, the employee shall be given, at the time of such termination, full pay for any vacation leave which the employee may then have accrued.
- 17.5 Vacation Pay. If, in the judgment of the City Manager or designee, it is desirable by reason of a shortage of staffing or increased volume of work, to permit any full-time employee to work for the City during the time ordinarily allocated to such employee for vacation purposes, the City Manager or designee may authorize such work. An employee who elects to perform such additional work shall be entitled to receive as additional compensation for such work an amount of money equal to their regular pay for such hours of work if such were not rendered during vacation leave, or, in lieu thereof, the employee may file an election in writing with the Office of Employee Relations to carry over such leave to the subsequent cycle of 26 biweekly pay periods.
- 17.6 Vacation Leave. Any and all leaves granted pursuant to this Article shall be granted at such time or times as will not reduce the number of employees below that which is reasonably necessary for the efficient conduct of the public business of such department, except no employee who is authorized to take a leave for vacation purposes shall be required to commence such leave at a time other than the beginning of a work week,

unless the employee elects or consents to commence such leave at another and different time.

17.6.1 Subject to the above provisions, preference of vacation leave timing in any calendar year shall be determined as follows:

17.6.1.1 1. The work unit may determine the method for scheduling vacations, subject to departmental approval. Changes to an established department vacation scheduling policy are subject to ten (10) calendar days advance notice to the Union, in order to discuss the proposed changes or request to Meet-and-Confer, if applicable.

17.6.1.2 2. In the absence of an established department vacation scheduling policy, preference of vacation leave timing shall be given in order of seniority, except that pre-approved vacation shall be honored, subject to operational requirements. For purposes of this section, seniority shall be determined first by length of time served in the department, and, then, by time served in the City.

17.7 Computation of Vacation Leave

17.7.1 For purposes of this Article, paid leave of absence from duty by reason of sick leave, holiday leave, vacation leave, disability leave, compensatory time-off, or any other paid leave, shall be deemed to be "time worked."

17.7.2 Prior periods of employment shall be credited to the employee for purposes of determining vacation eligibility provided that during each such prior employment period, the employee achieved permanent status. An employee in an initial probationary status shall not be permitted to take a vacation during the first 13 pay periods of employment even though such employee may, upon satisfactory completion of the initial probationary period be entitled to additional vacation pursuant to the above.

17.8 Personal Leave. Each full time employee shall be entitled to a maximum of sixteen (16) hours of Personal Leave per payroll calendar year. Such leave may be scheduled in one-half hour increments at any time, subject to approval of the supervisor. Personal Leave is not accrued. Any such leave not taken by the date of termination for employees terminating during the year, or by the end of the last pay period in the calendar year for other employees, shall not be paid out nor carried over to subsequent years.

17.8.1 Employees hired on or after July 1 of each payroll calendar year, shall be entitled to only eight (8) hours of personal leave in the first payroll calendar year of employment.

ARTICLE 18 SICK LEAVE

18.1 Each full-time employee shall be entitled to sick leave with pay in accordance with the following provisions:

18.1.1 Sick leave shall accrue in an amount equal to the number of hours worked, excluding overtime, multiplied by a factor of 0.04616. Only paid leave for holidays, vacation, disability, compensatory time off or other paid leave shall be considered as time worked for purposes of this section.

18.1.2 Accrued sick leave may be utilized if the employee is required to be absent from work on account of non job related illness or injury; routine medical or dental appointments, or for the care related to the illness or injury of the employee's child, mother, father, spouse or domestic partner registered with the Department of Employee Services. In addition, accrued sick leave may be utilized by an eligible female employee due to illness, injury, or disability related to pregnancy or child-birth.

18.1.3 Up to forty-eight (48) hours of accrued sick leave per calendar year may be utilized if the employee is required to be absent for the care related to the illness or injury of the employee's grandchild, brother, sister, father-in-law, mother-in-law, step-father, step-mother, or step-child.

The provisions of this section related to the use of sick leave for the care related to the illness or injury of the employee's family members as defined above shall expire at the end of the term of this Agreement. In the negotiations for a successor Agreement, the parties shall review and evaluate the appropriateness of this benefit.

18.1.3.1 Anything in this Article to the contrary notwithstanding, an employee who, pursuant to the provisions of Article 19 of this Agreement, has been receiving temporary disability leave compensation and who has received the maximum allowable amount of such compensation pursuant to Article 19, and who is entitled to Workers' Compensation temporary disability benefits, shall be permitted to utilize accrued sick leave subject to the following restrictions: Sick leave shall be utilized in one-half (1/2) hour increments, but in no event shall an employee receive an amount, including any Workers' Compensation temporary disability compensation, in excess of 85% of such employee's regular base pay.

18.1.3.2 If an employee is required to be absent from work on account of job-related illness or injury and no benefit is provided pursuant to Article 19 - Disability Leave, the employee may utilize accrued sick leave.

18.1.3.3 Up to forty-eight (48) hours of accrued sick leave per calendar year may be utilized if the employee is required to be absent for the care

related to the illness or injury of the employee's grandchild, brother, sister, father-in-law, mother-in-law, step-father, step-mother, or step-child.

The provisions of this section related to the use of sick leave for the care related to the illness or injury of the employee's family members as defined above shall expire at the end of the term of this Agreement. In the negotiations for a successor Agreement, the parties shall review and evaluate the appropriateness of this benefit.

- 18.1.4 Except as otherwise provided by resolution of the City Council, paid sick leave shall not be allowed for any absence from work occasioned by intoxication, chronic alcoholism or use of narcotics not prescribed by a licensed physician.
- 18.1.5 No employee shall be entitled to or be granted sick leave, either with or without pay, unless he, or someone on his or her behalf, notifies the employee's immediate superior, Department Director, Director of Employee Services or designee, of the employee's intent to take such sick leave, and of the reasons therefore, prior to or within one (1) hour after the commencement of the sick leave provided, however, that the City Manager or designee may waive the requirement of such notice upon presentation of a reasonable excuse of such employee.
- 18.1.6 An employee may be required to furnish substantiation for any absence for which sick leave payment is requested.
- 18.1.7 A full-time employee of the City shall be entitled to sick leave without any pay if required to be absent from work on account of any non-job related illness, injury or disability, including absences of female employees related to pregnancy or childbirth, in all situations where such employee is not entitled to sick leave with pay. No single period of sick leave without pay shall exceed twelve (12) consecutive months, or eighteen (18) cumulative months in any period of twenty-four (24) consecutive months. Any employee who is unable to return to work at the expiration of either of these periods of time shall be separated from City service.
- 18.2 Sick leave payoff shall be given to each full-time employee at the time of retirement or death under one of the following conditions:
 - 18.2.1 Federated Retirement Plan:

The employee is:

 - 18.2.1.1 A member of the Federated Retirement Plan, and
 - 18.2.1.2 Retired under the provisions cited in the plan, and

18.2.1.3 Credited with at least fifteen (15) years of service in this retirement plan, or

18.2.1.4 Credited with at least ten (10) years of service prior to a disability retirement.

18.2.2 Terminated Employee with Vesting Rights

The employee has:

18.2.2.1 Terminated service with the City, and

18.2.2.2 Retained vesting rights in a retirement system according to provisions in the SJMC, and

18.2.2.3 Following such termination, qualifies for retirement and retires under the provisions cited in the code and

18.2.2.4 Has at the time of retirement credit for at least fifteen (15) years of service in the applicable retirement plan.

18.2.3 Death During Service

The estate of any full-time employee who dies while in City service and prior to retirement, even though the employee is not credited with at least fifteen (15) years of service in any applicable retirement plan.

18.2.4 Death of Terminated Employee

The estate of any full-time employee who:

18.2.4.1 Had terminated service with the City but had retained vesting rights in a retirement system according to provisions in the SJMC, and

18.2.4.2 Dies prior to becoming eligible for retirement allowances as cited under provisions of the SJMC, and

18.2.4.3 Has at the time of death credit for at least fifteen (15) years of service in the applicable retirement plan.

18.3 Payout shall be determined as follows:

18.3.1 If an eligible full-time employee, as defined in subsection 18.2 above, at the time of their retirement or death has earned, unused sick leave hours, the employee shall be paid the equivalent of a specified percent of their hourly rate of pay at the time of retirement, termination or death, whichever comes first,

multiplied by the total number of the employee's accumulated and unused hours of sick leave as of the date of the employee's retirement or death.

- 18.3.2 Less than 400 hours: Hours accumulated x 50% of final hourly rate
- 400 - 799 hours: Hours accumulated x 60% of final hourly rate
- 800 - 1200 hours: Hours accumulated x 75% of final hourly rate

18.4 Use of previously accumulated sick leave hours:

For purposes of determining the total number of accumulated and unused hours of sick leave of a full-time employee at the time of the employee's retirement or death, unused sick leave from prior periods of employment with the City shall be used. Previously accumulated sick leave shall be credited to the employee for use during an employee's current employment period.

ARTICLE 19 DISABILITY LEAVE

- 19.1 Disability Leave. Disability Leave Supplement (DLS) is the benefit provided pursuant to this Article, which, when added to Worker's Compensation Temporary Disability (WCTD) results in providing employees 85% of their regular base salary.
- 19.2 Eligibility for Disability Leave Supplement. A full-time employee required to be absent from work due to a job-related injury or industrial illness who receives WCTD payments pursuant to Division I or Division 4 of the California Labor Code is eligible for DLS, excluding ineligible causes listed in section 19.4. In the event an employee is not eligible for WCTD payments because of the statutory waiting period, DLS shall not be paid for such a waiting period. The employee may use sick leave to cover the waiting period.
 - 19.2.1 After the initial three day waiting period has been met, and the employee otherwise qualifies for DLS, the employee may utilize DLS for absences required for medical visits related to the injury after his/her return to work if he/she is unable to schedule such visits on non-work hours. DLS for such intermittent absences is subject to authorization by the Worker's Compensation Section. In no event may DLS exceed the limit specified in 19.6.
- 19.3 Eligibility for Disability Leave Supplement Linked to Temporary Disability. If the Worker's Compensation Appeals Board of the State of California or any judicial court should determine that the employee is not entitled to Temporary Disability (WCTD) compensation, the employee shall not be entitled to Disability Leave Supplement (DLS) benefits. Under such circumstances, any DLS moneys paid to the employee by the City must be returned to the City within one year.
- 19.4 Ineligible Causes for Disability Leave. An employee shall not be eligible for disability leave, and shall not receive DLS if the injury or illness that causes the absence results from an act of gross negligence of such employee; and/or any work voluntarily

undertaken by employee from which he has been prohibited from engaging in as determined by a City physician, prior to the date of injury.

- 19.5 Ineligibility if Offer and Decline of Modified Duty. DLS shall not be provided if the City offers the employee employment at identical or similar salary, within the employee's medical limitations, and the employee refuses or fails to accept duty for which the employee is physically qualified.
- 19.6 Maximum Term of Disability Leave Supplement. The employee will receive DLS benefits equal to the amount of money which, when added to the WCTD equals 85% of what the employee would have earned at the position from which the employee is disabled for one of the following time periods, whichever is shortest:
1. The time the employee is medically required to be absent due to a work-related injury or illness, after the required 3-day waiting period.
 2. The period of time WCTD is payable to the employee under the Workers' Compensation provisions of Division 1 or Division 4 of the Labor Code of the State of California.
 3. Nine (9) calendar months (274 days or 1560 hours if not continually absent) following the date of injury.
- 19.6.1 Time Limit for DLS Eligibility. After 1560 hours of DLS, the employee is entitled to no additional compensation for the injury or illness. No employee shall be eligible for DLS 5 years after the date of the onset of the injury or illness for which the employee is claiming DLS.
- 19.7 Disability Leave Supplement is in Lieu of Regular Compensation. Employees who receive WCTD and DLS compensation do not receive their regular salary. DLS as described in this Article is in lieu of regular compensation.
- 19.8 Requirement of Evidence Proving Temporary Disability. The Director of Finance, or designee, is responsible for determining eligibility for DLS. In making this determination, the Director may require the employee to provide proof of injury or illness, proof that the injury or illness will last, and proof of other relevant matters as determined by the Director, or designee. The Director, or designee, may require the employee to submit to a medical examination by a physician selected by the City.
- 19.9 Termination of Disability Leave. An employee who is unable to return to full time regular duty following the expiration of any and all leave provided in this Article and the integration of Sick Leave as provided in Article 18.1.3.1, and of accrued vacation, and compensatory time off, with Workers' Compensation may be considered to have separated from City service.
- 19.9.1 An employee who exhausts all Disability Leave shall be notified that they are subject to the above provision upon expiration of all remaining paid leave.

ARTICLE 20 MAINTENANCE OF MEMBERSHIP

- 20.1 Except as otherwise provided herein, each employee who, on October 26, 2004 is a member in good standing of the Organization shall thereafter, as a condition of employment, maintain such membership for the duration of this Agreement, to the extent of paying the periodic dues uniformly required by the Organization as a condition of retaining membership.
- 20.2 Any employee who, on October 26, 2004, is not a member of the Organization nor any person who becomes an employee after October 26, 2004, shall not be required to become a member as a condition of employment. Any such employee who thereafter becomes a member of the Organization shall thereafter maintain such membership for the duration of the Agreement except as otherwise provided herein.
- 20.3 Any employee who, on October 26, 2004, was a member of the Organization, and any employee who subsequently becomes a member may, during the period September 19, 2007 to October 19, 2007, resign such membership and thereafter shall not be required to join as a condition of employment. Resignations shall be in writing addressed to the City's Municipal Employee Relations Officer or designee with a copy to the Organization.
- 20.4 The Organization shall indemnify the City and hold it harmless against any and all suits, claims, demands and liabilities that may arise out of or by reason of the application of or implementation of the provisions of this Article.

ARTICLE 21 AUTHORIZED REPRESENTATIVES

- 21.1 For purposes of administering the terms and provisions of the various ordinances, resolutions, rules and regulations adopted pursuant to this Memorandum of Agreement:
- 21.1.1 Management's principal authorized agent shall be the Municipal Employee Relations Officer, or duly authorized representative except where a particular Management representative is otherwise designated.
- 21.1.2 The Employee Organization's principal authorized agent shall be the President, or duly authorized representative.

ARTICLE 22 SEPARABILITY

Notwithstanding any other provisions of this Agreement to the contrary, in the event that any Article, or subsections thereof, of this Agreement shall be declared invalid by any court of competent jurisdiction, or by any applicable State or Federal law or regulation, or should a decision by any court of competent jurisdiction or any applicable State or Federal law or regulation diminish the benefits provided by this Agreement, or impose additional obligation on

the City, the parties shall meet and confer on the Article or subsections thereof affected. In such event, all other provisions of this Agreement not affected shall continue in full force and effect.

ARTICLE 23 BEREAVEMENT LEAVE

23.1 Each full time employee shall be granted bereavement leave with full pay for up to 40 work hours to attend to the customary obligations arising from the death of any of the following relatives of such employee or employee's spouse or employee's domestic partner. All leave must be used within 14 calendar days following the death of an eligible person. Under extreme circumstances, the fourteen (14) day requirement may be waived by the Director of Employee Relations. The decision of the Director of Employee Relations shall be final, with no process for further appeal.

- a) Parents/Step-parents
- b) Spouse
- c) Child/Step-child
- d) Brother/Sister/Step-brother/Step-sister/Half-brother and Half-sister
- e) Grandparents/Step-grandparents
- f) Great grandparents/Step-great grandparents
- g) Grandchildren
- h) Sister-in-law/Brother-in-law/Daughter-in-law/Son-in-law

23.1.1 A domestic partner, as referenced in Section 10.5, must be the domestic partner registered with the Department of Employee Services.

23.2 Anything herein above to the contrary notwithstanding, no such employee shall be granted bereavement leave in the event of the death of any of the above relatives, if such employee is not scheduled to work when such bereavement leave is required.

ARTICLE 24 RETIREMENT

24.1 Current retirement benefits will continue during the term of this Agreement, except as described herein, and shall be set forth in the Municipal Code.

24.1.1 Disability retirement benefit amounts will be offset by workers' compensation payments, except for survivorship benefits and permanent disability payments for retirees receiving a 100% permanent disability rating.

24.1.2 Administrative costs of the Federated Retirement System are to be paid from the retirement fund.

ARTICLE 25 PROBATIONARY PERIODS

- 25.1 Probationary periods shall not be less than six (6) or twelve (12) months of actual service as determined by the Civil Service Commission. Actual service shall mean regular hours worked, paid holidays and up to 80 hours of other cumulative or consecutive paid or unpaid absences.
- 25.2 The City may at its discretion extend up to a maximum of three (3) months, the probationary period of an employee appointed to a supervising position in this unit. The employee will be notified in writing of the length and reason of the extension.

ARTICLE 26 DISCIPLINARY ACTION

- 26.1 Step Reduction: In addition to other formal disciplinary actions, the appointing authority may reduce an employee's salary step. The salary may be reduced to no lower than step one of the five-step salary range, and the term of the salary reduction will be specified in the notice of intended discipline. The salary may be reduced either for a specified period of time or until the condition which caused the salary reduction has been corrected. The employee may appeal this action to the Civil Service Commission according to the same rules as apply to other formal disciplinary appeals.

ARTICLE 27 PERFORMANCE EVALUATION

- 27.1 The purpose of performance evaluations is to have formal communication between supervisor and employee regarding job performance.
- 27.2 In the event that an employee's performance appears to need improvement, the supervisor should immediately acknowledge the problems in informal or documented oral counseling sessions. Counseling should be separate from normal worksite dialogue and should occur as close in time to the event or problem as possible. It is not in either the City's or the employee's interest to have the feedback delayed until the time of the annual performance evaluation.
 - 27.2.1 Documentation of oral counseling should be given to the employee at the time of the counseling and will not be placed in the employee's official department or City personnel file. This documentation will include specific suggestions for corrective action, if appropriate.
- 27.3 If the employee formally receives an overall performance rating that is below "meets standard," the employee may appeal the rating. Such appeal shall be made to the Department Director or designee. If the employee is dissatisfied with the decision of the Department Director or designee, the employee may request a hearing with the City Manager or designated representative. Such request shall be in writing and shall include the reason(s) the employee is not satisfied with the decisions previously rendered.
 - 27.3.1 The City Manager or designated representative shall hold a hearing within a reasonable time, and within ten days of the hearing shall inform the employee of the decision. The decision of the City Manager shall be final. This will be the

only appeal process applicable to review performance appraisal. The employee shall have the right to union representation at the hearing with the Department Director and/or the City Manager or designee.

ARTICLE 28 EMPLOYEE ASSISTANCE REFERRAL

- 28.1 Performance problems are sometimes related to personal or work-related problems, which may be improved through the Employee Assistance Program (EAP). Therefore, if a supervisor believes that an employee's work performance is impaired and can be improved through the EAP, a supervisor, with department director approval, may require the employee to attend an initial screening session with the Employee Assistance Program.
- 28.2 The employee shall receive paid release time to attend the initial appointment and must provide proof of attendance. Failure to attend or to provide proof of such attendance may subject the employee to disciplinary action. Actual results of the initial screening shall be subject to normal confidentiality provisions, unless the employee voluntarily signs a release of information form. The employee's decision to attend or not attend follow-up sessions shall be voluntary. Follow-up sessions shall be on the employee's own time.
- 28.3 Nothing in this article shall preclude an employee voluntarily agreeing to different conditions as part of a disciplinary settlement agreement.

ARTICLE 29 CATASTROPHIC ILLNESS/INJURY TIME DONATION

- 29.1 Policy Statement. This provision is designed to assist an employee who has exhausted paid leave time due to a critical medical condition of the employee or an eligible family member. This provision allows other employees to donate leave in accordance with the following terms so an employee may continue in a paid status with the City for a longer period of time.
- 29.2 Definitions. For purposes of this article the following definitions shall be used.
- 29.3 Eligible Employee. A full or part-time benefited employee.
- 29.4 Eligible Family Member. 1) A legal spouse or domestic partner registered with the Employee Services Department. 2) A person under 18 years of age, or a person incapable of self-care because of a physical or mental disability who is a biological, adopted, foster or step child, or a ward of the employee. 3) A person for whom the employee is charged with a parent's legal rights duties and responsibilities.
- 29.5 Catastrophic Illness or Injury. A critical medical condition considered to be life threatening, terminal, or a long-term major physical impairment or disability.
- 29.6 Employee Catastrophic Illness or Injury Leave Donation. An eligible employee may receive donations of accrued vacation and/or compensatory time which shall be

converted to sick leave and added to the employee's sick leave balance if the employee has suffered a non-job related catastrophic illness or injury which prevents the employee from being able to work.

- 29.7 Care For Eligible Family Member. An eligible employee may receive donations of accrued vacation and/or compensatory time which shall be converted to sick leave and added to the employee's sick leave balance if the employee is required to be absent from work to care for an eligible family member who has a catastrophic illness.
- 29.8 Eligibility for Donated Leave. To be eligible to receive donated paid leave, the recipient employee's illness or injury, or necessary care of an eligible family member, must require the employee to be absent for a minimum of 30 consecutive calendar days, or 30 cumulative work days within the six previous months. The recipient employee must have exhausted all available paid leave prior to using donated leave, however, the request may be initiated prior to the anticipated date leave balances will be exhausted. Retroactive donations shall not be permitted.
- 29.9 Use Of Sick Leave for Eligible Family Member. In the event an employee becomes eligible for donated leave due to the catastrophic illness of an eligible family member, the employee may be eligible to use sick leave pursuant to Article 18.1.2 once the employee has exhausted all other available paid leave. However, the employee must meet all of the requirements of the donated leave program and submit appropriate medical verification in order to be eligible to use earned sick leave.
- 29.10 Application. The recipient employee, recipient employee's family, or other person designated in writing by the recipient employee must submit a written request along with medical verification to the Employee Services Department.
- 29.11 Medical Verification. Medical verification, including diagnosis and prognosis, must be provided by the recipient employee and a copy submitted to Employee Health Services in the Employee Services Department. Employee Health Services shall review the medical verification, consult with the treating physician, and determine whether or not the illness/injury is catastrophic.
- 29.12 Maximum Donation. A recipient employee is eligible to receive a total maximum of 1040 hours of donated leave time during their employment with the City. The amount of donated leave time available to an employee shall be appropriately prorated for benefited part-time employees.
- 29.12.1 Increase to Maximum Donation. If an eligible employee exhausts the maximum 1,040 hours of donated leave and if the employee's or eligible family member's catastrophic illness or injury prevents the employee from returning to work, the employee or the employee's designee may apply for an increase of the maximum to 2,080 total hours of donated leave. Application for the increased maximum shall be made to the City Manager through the Office of Employee Relations. The application shall include a recommendation from the Department Director and shall be evaluated based upon the operational impact on the employee's department and subject to re-verification of the medical condition to

determine if the illness or injury still qualifies as catastrophic and prevents the employee from returning to work. The denial of an application for an increase to the maximum donated leave is final and is not subject to the grievance procedure.

- 29.13 Increments. Donations of vacation and/or compensatory time shall be made in increments of full or half (0.5) hours and are irrevocable.
- 29.14 Conversion. Donations shall be on a dollar for dollar basis. The value of donated leave time shall be calculated at the donor's regular pay rate, then converted to hours of sick leave at the recipient's regular pay rate to the nearest half (0.5) hour to determine the number of hours of sick leave available to recipient. For employees covered by the City's salary continuation insurance plan, use of donated leave will be an offset to benefits in accordance with the provisions of that plan.
- 29.15 Unused Donations. Unused hours remaining when the recipient returns to work or is separated from employment with the City shall be retained by the recipient. In the event of the death of the recipient while still employed by the City, any donated unused leave time remaining at the time of death will be paid to the recipient's estate at 100% of the value at the employee's final hourly rate.
- 29.16 Policy Statement. This provision is designed to assist an employee who has exhausted paid leave time due to a critical medical condition of the employee or an eligible family member. This provision allows other employees to donate leave in accordance with the following terms so an employee may continue in a paid status with the City for a longer period of time.

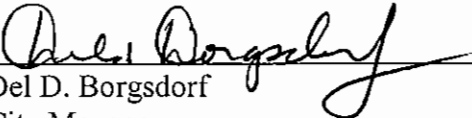
ARTICLE 30 SUBSTANCE ABUSE

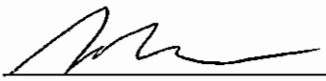
- 30.1 Full-time employees are eligible for substance abuse treatment benefits and are subject to the terms and conditions of the negotiated ABMEI Substance Abuse Policy (Exhibit III).

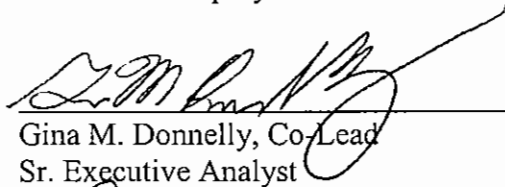
THIS AGREEMENT executed on the 26th day of October, 2004, between the City of San Jose and The Association of Building, Mechanical and Electrical Inspectors (ABMEI), IN WITNESS THEREOF, the appropriate representatives of the parties have affixed their signature thereto.

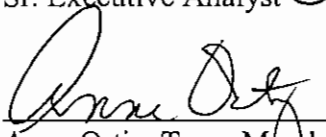
This Memorandum of Agreement was approved by the City Council of the City of San Jose on November 2, 2004 and ratified by the Association of Building, Mechanical and Electrical Inspectors on October 27, 2004.

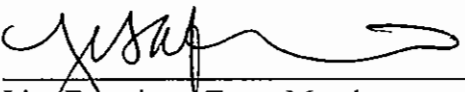
For The City of San Jose:


Del D. Borgsdorf
City Manager


Alex Gurza, Lead
Director of Employee Relations

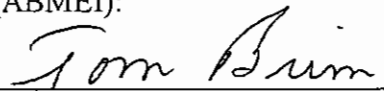

Gina M. Donnelly, Co-Lead
Sr. Executive Analyst

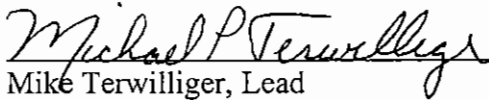

Anne Ortiz, Team Member
Principal Budget Analyst

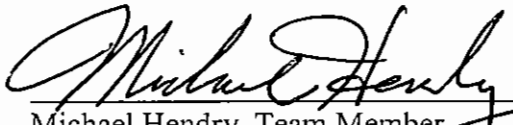

Lisa Francisco, Team Member
Administrative Assistant

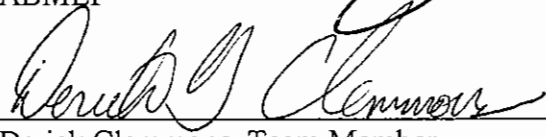

Bob Stevens, Team Member
PBCE Division Manager

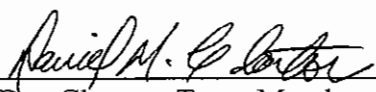
For The Association of Building,
Mechanical and Electrical Inspectors
(ABMEI):


Tom Brim
ABMEI President


Mike Terwilliger, Lead
ABMEI


Michael Hendry, Team Member
ABMEI


Deriek Clemmons, Team Member
ABMEI


Dan Clanton, Team Member
ABMEI

**EXHIBIT I
ABMEI SALARY RANGES**

ABMEI Salaries Effective October 26, 2004

Job Code	Classification	Steps	1st Step Hrly Rate	Top Step Hrly Rate	1st Step Biweekly	Top Step Biweekly
3915	Building Inspector/ ComboCertified	5	\$35.31	\$42.91	\$2,824.80	\$3,432.80
3916	Building Inspector/ Combo Certified (PT)	5	\$35.31	\$42.91	n/a	n/a
3917	Building Inspector/ Combo	5	\$34.31	\$41.70	\$2,774.80	\$3,336.00
3918	Building Inspector/ Combo (PT)	5	\$34.31	\$41.70	n/a	n/a
3912	Building Inspector, Supervisor Certified	5	\$39.52	\$48.04	\$3,161.60	\$3,843.20
3919	Building Inspector, Supervisor	5	\$38.38	\$46.67	\$3,070.40	\$3,733.60

ABMEI Salaries Effective October 23, 2005

Job Code	Classification	Steps	1st Step Hrly Rate	Top Step Hrly Rate	1st Step Biweekly	Top Step Biweekly
3915	Building Inspector/ Combo Certified	5	\$35.84	\$43.55	\$2,867.20	\$3,484.00
3916	Building Inspector/ Combo Certified (PT)	5	\$35.84	\$43.55	n/a	n/a
3917	Building Inspector/ Combo	5	\$34.82	\$42.33	\$2,785.60	\$3,386.40
3918	Building Inspector/ Combo (PT)	5	\$34.82	\$42.33	n/a	n/a
3912	Building Inspector, Supervisor Certified	5	\$40.11	\$48.76	\$3,208.80	\$3,900.80
3919	Building Inspector, Supervisor	5	\$38.96	\$47.37	\$3,116.80	\$3,789.60

ABMEI Salaries Effective October 22, 2006

Job Code	Classification	Steps	1st Step Hrly Rate	Top Step Hrly Rate	1st Step Biweekly	Top Step Biweekly
3915	Building Inspector/ Combo Certified	5	\$37.18	\$45.18	\$2,974.40	\$3,614.40
3916	Building Inspector/ Combo Certified (PT)	5	\$37.18	\$45.18	n/a	n/a
3917	Building Inspector/ Combo	5	\$36.13	\$43.92	\$2,890.40	\$3,513.60
3918	Building Inspector/ Combo (PT)	5	\$36.13	\$43.92	n/a	n/a
3912	Building Inspector, Supervisor Certified	5	\$41.61	\$50.59	\$3,328.80	\$4,047.20
3919	Building Inspector, Supervisor	5	\$40.42	\$49.15	\$3,233.60	\$3,932.00

Exhibit II
Side Letter Agreement

TRAINING

Purpose

The City and ABMEI recognize the importance of continuing education and the diverse technical training needs of members of the Association of Building, Mechanical and Electrical Inspectors. Therefore, the City shall endeavor to provide employees forty (40) hours of training per fiscal year.

ABMEI shall make recommendations regarding training needs and advise department management and the training committee of specific training opportunities.

Employees shall be compensated as specified below for attendance at training.

Hours, Attendance and Compensation

1. Employees shall be provided a minimum of twenty-four (24) hours of technical training per fiscal year, as is relevant to each inspector. Such training shall be scheduled during non-regular work time and compensation for participation in such training shall be as follows:
 - 1.1. The first sixteen (16) hours shall be compensated with pay at the appropriate rate.
 - 1.2. The following eight (8) hours shall be compensated with either pay or compensatory time at the appropriate rate. The department shall determine which method of compensation will be utilized based on the department's ability to pay.
 - 1.3. Attendance at training scheduled during the employee's regularly scheduled time off is voluntary. Employees who do not attend the training sessions shall not receive compensation.
2. Sixteen (16) hours of training may be scheduled at the discretion of the City either during the employee's normal schedule or during regularly scheduled time off.

Trainers

If current ABMEI members are selected to conduct training, they shall be allowed a reasonable amount of release time to prepare training material for each class. If release time is not feasible, a reasonable amount of overtime shall be paid for class preparation.

Exhibit III

Side Letter Agreement

BETWEEN

THE CITY OF SAN JOSE

and

ASSOCIATION OF BUILDING, MECHANICAL AND ELECTRICAL INSPECTORS

DISPATCHER ASSIGNMENT

PURPOSE OF THIS AGREEMENT

Under the existing terms of the 2001-2004 Memorandum of Agreement, higher class pay is available only for assignment of the duties of a higher classification when the higher class position is not actively occupied due to the temporary absence of the regularly appointed employee. (An existing side agreement also provides for higher class assignments to vacant positions.) The purpose of this Agreement is to allow for higher class pay for an employee assigned the administrative duties of the "dispatcher," as specified below.

TERMS OF THIS AGREEMENT

The City of San José and the Association of Building, Mechanical & Electrical Inspectors, hereby agree to the following special provisions authorizing higher class pay for assignment of "dispatcher" duties. This agreement shall supersede any conflicting provisions in the Memorandum of Agreement.

1. The "dispatcher" is responsible for assigning inspections to the appropriate inspector, and other duties as assigned. In determining appropriate assignments, the "dispatcher" must know and consider the skills and expertise of each inspector.
2. In the event that the Department of Building, Planning and Code Enforcement assigns "dispatcher" duties to an Inspector (class numbers 3915 & 3917), the employee shall be eligible for higher class pay for time spent actually performing those duties pursuant to the terms of Section 5.3 of the Memorandum of Agreement. In determining higher class pay, the higher class shall be Supervising Inspector (class number 3912 or 3919 depending on whether the Inspector is Certified or Non-Certified).
3. The Department of Building, Planning and Code Enforcement retains the right of selection and assignment of "dispatcher" duties and shall determine the length of assignment. Nothing in this agreement shall be construed to require the City to assign "dispatcher" duties.
4. This agreement shall be effective October 27, 2001, and shall expire on October 22, 2004. The parties agree to review this issue during upcoming MOA negotiations.

FOR THE CITY:



Alex Gurza
Director of Employee Relations

4-9-02

Date

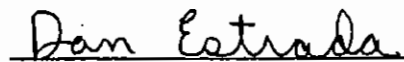
FOR THE EMPLOYEE ORGANIZATION:



Tom Brim
President, ABMEI

4-8-02

Date



Dan Estrada
Lead Negotiator, ABMEI

4-8-02

Date

Exhibit IV

Substance Abuse Policy

Purpose

It is the policy of the City of San Jose to maintain a safe, healthful and productive work environment for all employees. To that end, the City will act to eliminate any substance abuse (alcohol, illegal drugs, prescription drugs or any other substance which could impair an employee's ability to safely and effectively perform the functions of the particular job) which increases the potential for accidents, absenteeism, substandard performance, poor employee morale or tends to undermine public confidence in the City's workforce.

This policy provides guidelines for self-referral and rehabilitation/treatment options for employees that may be experiencing a problem with alcohol and/or drug use and for-cause alcohol and/or drug testing for the detection and deterrence of alcohol and drug abuse. It also outlines the responsibilities of management and employees. All persons covered by this policy should be aware that violations of the policy may result in discipline, up to and including termination.

In recognition of the serious duty entrusted to employees of the City, with knowledge that drugs and alcohol do hinder a person's ability to perform duties safely and effectively, the following policy against drug and alcohol abuse is hereby adopted by the City of San Jose.

Application

A. Personnel

1. Full-time and permanent, benefited part-time employees represented by: Association of Building, Mechanical and Electrical Inspectors.

B. Substances

1. Alcohol;
2. Illegal drugs; and
3. Prescription drugs and other substances which may impair an employee's ability to effectively perform the functions of the job.

Policy

It is the policy of the City that employees:

- Shall not report to work under the influence of alcohol or drugs or exhibit symptoms of alcohol or drug use;
- While on duty shall not use, possess, sell or provide drugs or alcohol;
- Shall not have their ability to work or be paid stand-by impaired as a result of the use of alcohol or drugs.

An employee shall not report to work when any medications, drugs, and/or alcohol he/she is taking create an unsafe and dangerous situation.

In the event there are questions regarding an employee's ability to safely and effectively perform assigned duties which using such medications or drugs, clearance from the City physician will be required. If an employee is prescribed medication or drugs in relation to a work-related injury or illness, the doctor treating the employee for the work-related injury or illness shall provide the required clearance.

The City has established an Employee Assistance Program (EAP) to assist those employees who voluntarily seek help for alcohol or drug problems. Employees could contact their supervisors or the Employee Services Department for additional information.

Employees reasonably believed to be under the influence of alcohol or drugs shall be prevented from engaging in further work and shall be instructed to wait for a reasonable time until an authorized department representative can transport the employee from the worksite to home or an appropriate medical facility.

Violations of this policy shall be grounds for disciplinary action, up to and including discharge for serious or repeated infractions. Refusal to submit immediately to an alcohol and/or drug analysis when requested by management will constitute insubordination, which alone will form a basis for discipline.

Employee Responsibilities

An employee must:

- A. Not report to work while his/her ability to perform job duties is impaired due to alcohol or drug use;
- B. Not possess or use, or have the odor of alcohol or drugs on his/her breath during working hours while operating any City vehicle or equipment;

- C. Not directly or through a third party sell or provide drugs or alcohol to any person or to any other employee while either employee or both employees are on duty, or paid stand-by;
- D. Submit immediately to reasonable requests for alcohol and/or drugs analysis when requested by an authorized representative of a Department Director or designee and may request union representative;
- E. Not operate City equipment, or engage in any work related activity when taking any medications, drugs prescription or non-prescription, and/or alcohol which may create an unsafe or dangerous situation for the employee, the public, or the employee's co-workers, including but not limited to valium, muscle relaxants, and painkillers, and
- F. Provide within 24 hours of request a current valid prescription for any drug or medication identified when a drug screen/analysis is positive. The prescription must be in the employee's name.

Management Responsibilities and Guidelines

- A. Managers and supervisors are responsible for consistent enforcement of this policy, i.e., that refusal constitutes insubordination that will result in disciplinary action. Any supervisor who knowingly permits a violation of this policy by employees under his/her direct supervision shall be subject to disciplinary action.
- B. A Department Director, designee or authorized representative may request that an employee submit to a drug and/or alcohol analysis when a manager or supervisor has a reasonable suspicion that an employee is intoxicated or under the influence of drugs or alcohol. "Reasonable suspicion" is a belief based on objective and articulable facts sufficient to lead a reasonable prudent supervisor to suspect that an employee is under the influence of drugs or alcohol so that the employee's ability to perform the functions of the job is impaired or so that the employee's ability to perform his/her job safely is reduced.

For example, any of the following, alone or in combination, may constitute reasonable suspicion:

1. A pattern of documented abnormal or erratic behavior;
2. Direct observation of drug or alcohol use; or information provided by a reliable and credible source that an employee has engaged in drug or alcohol use, the identity of which source shall be available to the employee and the Union;

3. Presence of the mental or physical symptoms of drug or alcohol use (e.g., glassy or bloodshot eyes, alcohol odor on breath, slurred speech, poor coordination and/or reflexes);
 4. A work related accident in conjunction with other facts which together support reasonable cause.
- C. Any manager or supervisor should immediately notify another supervisor to meet him/her to observe the employee's behavior prior to requesting an employee to submit to a drug and/or alcohol analysis. If the employee requests union representation, the employee will be allowed the opportunity to secure such representation. If an employee believes an employee not under his supervision has a problem and should be tested or referred, he/she should contact the **Office of Employee Relations** who will notify the Department Director or designee. Should the Department Director or designee concur that the employee appears to be in violation of the policy, the following procedure shall immediately be applied:
1. The manager or supervisor shall document in writing the facts constituting reasonable suspicion that the employee in question is intoxicated or under the influence of drugs.
 2. Any manager or supervisor requesting an employee to submit to a drug and/or alcohol analysis shall be responsible for the employee's transport to the City's designated Employee Health Services or emergency room where a drug and/or alcohol test will be requested.
 3. Any manager or supervisor encountering an employee who refuses to submit to a drug and/or alcohol analysis upon request shall remind the employee of the requirements and consequences of this policy. The manager or supervisor should ask the employee to wait a reasonable time until an authorized City representative can transport the employee home.
 4. Managers and supervisors shall not physically search employees.
 5. Managers and supervisors shall notify their respective departments when they have reasonable suspicion to believe that an employee may have illegal drugs in his or her possession or in an area not jointly or fully controlled by the City.
 6. Managers and supervisors shall not confiscate, without consent, prescription drugs or medications from an employee who has a prescription.
 7. The employee will be informed of the requirement that he or she undergo testing in a confidential manner, by one of the supervisory employees who made the reasonable suspicion determination.

- D. A manager or supervisor may require an employee to attend an initial screening session with the Employee Assistance Program (EAP) as an alternative to drug or alcohol testing. The employee shall provide proof of attending the initial appointment. Failure to attend or to provide proof of such attendance may subject the employee to disciplinary action. Actual results of the initial screening shall be subject to disciplinary action. Actual results of the initial screening shall be subject to normal confidentiality provisions. The employee's decision to attend or not attend follow-up sessions shall be voluntary.
- E. Demands for drug or alcohol analysis by supervisors/managers, which are determined to be malicious will not be tolerated and will subject the directing individual to disciplinary action. In addition, employees who make accusations that are found to be malicious will be subject to disciplinary action
- F. Results of Drug and/or Alcohol Analysis:
1. Upon a negative result, the employee shall return to work if otherwise fit for duty. All records and documentation shall be purged.
 2. If the test result is positive, the following shall apply:

First Offense: In an effort to encourage the employee to take responsibility for his/her problem, first violation of this policy will result in a formal, mandatory referral to the **Employee Assistance Program (EAP)**, using the established referral procedures in addition to any disciplinary action the City may impose for violations of this policy. A written record of this referral will be maintained in a restricted confidential employee medical file. **EAP** will assess the employee's need for treatment. An employee declining to be evaluated by **EAP** may be subject to disciplinary action independent of any other misconduct. Treatment will be offered to the employee on a voluntary basis and the employee will be responsible for thirty percent (30%) of the treatment cost. No disciplinary action will be imposed for refusal of treatment; however disciplinary action may be imposed for the underlying positive test result and any further misconduct including being under the influence of drugs and/or alcohol in the workplace and/or while on duty and/or while on stand-by or any action constituting a violation of this policy, subject to applicable due process for City employees.
 3. **Second Offense:** During an employee's career, a second opportunity for treatment may be offered in the event of a relapse. Discipline, which could result in termination, will be imposed for the second positive test itself and/or second violation of this policy, independent of other misconduct, subject to due process for City employees. If a second treatment program is allowed, the employee will be responsible for the cost.

4. The employee may request a split sample be tested at another facility at City expense to provide a second independent result.

Confidentiality

Laboratory reports or test results, if positive only, shall appear in an employee's confidential medical file. The reports or test results may be disclosed to a Department Director or designee and Employee Services Director on a strictly need-to-know basis and to the tested employee upon request. Disclosures, without patient consent, may also occur when: (1) the information has been placed at issue in a formal dispute between the employer and employee; (2) the information is to be used in administering this program; (3) the information is needed by medical personnel for the diagnosis or treatment of the patient who is unable to authorize disclosure.

Procedure: Drug Testing

The City of San Jose Drug Testing Procedures contains procedures for handling testing for drugs if the test is conducted by the City's Employee Health Services during normal business hours. Tests required on nights or weekends will be handled in a medical facility determined by the City.

Presence of drugs in the employee's system will be reported as positive in the initial test if the amount exceeds the minimum detection levels defined in the City of San Jose Drug Testing Procedures.

In addition to drug screening, alcohol level will be reported as positive if it is present at greater than or equal to 0.05g.

Substance Abuse Treatment

The City will make substance abuse treatment available to employees represented by the Association of Building, Mechanical and Electrical Inspectors in the following way:

1. Self Referral

- A. If an employee believes he or she has a substance abuse problem, he or she may make a confidential appointment with a counselor at **EAP**.
- B. The counselor will evaluate the case and determine the appropriate level and type of treatment, if any. The **EAP** will approve a plan and facility. These decisions will be made jointly with the individual seeking treatment.

- C. The counselor will notify the City by an employee code number that treatment and funding is authorized. Claims administration will be handled confidentially as are other health insurance claims.

2. Formal Referrals

- A. If an employee's pattern of work behavior indicates a problem is potentially related to substance abuse, the supervisor may contact the **EAP** and define issues.
- B. The employee will be advised to go to the **EAP** for evaluation. Any participation in treatment is voluntary.
- C. If the employee accepts treatment, the procedures for developing a plan and the payment of bills by the City are the same as for the person who self refers.

3. Positive Drug Test

- A. If an employee tests positive on a drug test the Department Director or designee will contact the EAP and initiate a formal referral. An evaluation by the **EAP** is mandatory. Participation in treatment is voluntary.
- B. The employee will sign a release allowing the **EAP** to advise the City about whether the employee is participating in and cooperating with treatment. No information can be released about the problem or treatment.

4. Settlement of a Proposed Discipline

- A. If an employee has received a Notice of Intended Discipline for misconduct or job performance, either on or off the job, which has a substance abuse component, the City may agree to waive the discipline, if the employee will agree to and successfully comply with a treatment program.
- B. The specific terms of the agreement are determined on a case-by-case basis. The intent, however, is not to relieve the employee of responsibility for his/her actions. It is to encourage maximum access to rehabilitation.

5. Funding

The employee will pay 30% of treatment costs for a plan approved by the **EAP** for the employee.

The city will pay the remainder of the cost, which is not covered by the employee's health insurance for one treatment.

City of San José
Substance Abuse Policy
Association of Building, Mechanical and Electrical Inspectors

SCOPE OF SERVICES

1. Provide gate-keeping and case management chemical dependency problems of employees represented by the Association of Building, Mechanical and Electrical Inspectors. This service is to include assessment, referral to high quality treatment facilities, pre-certification, and post treatment case management.
2. Provide orientation to the services provided via programs coordinated through the City Training Program.

COMPONENTS

1. Assessment

Covered employees may be self-referred to **Employee Assistance Program (EAP)** or referred by a supervisor from the City of San José. EAP will provide a clinical assessment for the most appropriate level of treatment. (see Tracks A, B, C). Treatment options include:

Structured Inpatient Program: Inpatient facilities are licensed by the California Department of Health Services under two ratings:

- CDRH: Chemical Dependency Recovery Hospital located in an acute-care hospital.
- CDRS: Chemical Dependency Recovery Service which is a free-standing residential facility..

Inpatient treatment may be required when a client has a lengthy history of abuse, is in an advanced stage dependency, has significant associated medical problems, or has little family support. This program would include detoxification-waiting period.

Structured Outpatient Program: Outpatient facilities are not currently licensed. This treatment may be appropriate when a client is in the early or middle stages of dependency, is not resistant to treatment, and has family support.

Alcoholics Anonymous and Alanon: When chemical dependency is in an early stage, intensive participation in AA or related affiliates in conjunction with supportive counseling at EAP may be appropriate. This approach has proven

successful when a client is very strongly motivated to recover and has the support of the family.

2. Referral

Criteria have been developed at **EAP** to assist counselors in making a referral to the most appropriate level of treatment. Counselors are required to document referrals based on these criteria. The Clinical Coordinator reviews all alcohol/drug cases referred to treatment to insure that the most cost effective recommendations are made. Referrals are made to quality programs to insure the best chance of success.

3. Pre-certification

Provide required pre-certification for coverage for all chemical dependency treatment. All covered employees requesting treatment should be directed to **EAP** prior to contacting a treatment facility. **EAP** will evaluate and refer the employee to a recommended facility and notify the City of San José of the referral for billing purposes. Should an emergency or a self-admission be initiated, **EAP** will evaluate the employee within 48 hours and make a recommendation for continued treatment, and notify the City of San José Employee Services Department. The section on Gate-Keeping Procedures outlines the steps **EAP** will take in this process.

4. Case Management

EAP counselors will coordinate the chemical dependency treatment of employees from initiation of treatment for up to one year after treatment. This is a critical component of recovery because treatment programs have little investment in clients once they have left their program. Quality case management can reduce the high risk of relapse and assist employees who have relapsed to resume the recovery process. Case management involves the following activities on the part of **EAP**.

- Act as liaison with the treatment program team and City of San José to monitor progress and facilitate the return to work.
- Participate in the development of a recovery plan with the client, the family and the treatment team.
- Continued counseling with client and family as necessary after discharge from treatment facility for one year.
- Should a relapse occur, provide crisis intervention and assistance in developing a stronger recovery plan to increase the involvement of employer, family, after-care team, etc.
- Provide relapse prevention education and therapy groups as appropriate.

5. Treatment Program

Treatment Program is considered to have the following components:

- Inpatient or outpatient treatment, or a combination of both
- Treatment aftercare program
- **EAP** case management for up to a year following treatment.

A treatment program is considered ended when all three of the above have been completed or when an employee terminates participation in any of the components.

Treatment will be covered if it is provided by one of **EAP's** recommended facilities. If these facilities are not used, coverage will be limited to that normally covered under the employee's medical benefits plan.

6. Tracks

There are three sets of procedures (tracks) for initiating chemical dependency treatment:

TRACK A: Assessment at EAP and Referral to Treatment facility

- A. Client is assessed at **EAP** with a chemical dependency problem requiring treatment. If the counselor is clear that outpatient or inpatient is required, the client may be sent directly to the recommended treatment facility and Step B would be initiated.

If the counselor desires, the client may be sent for additional assessment at a treatment facility. An outpatient assessment counselor may be utilized in these cases, especially if the client falls in a "gray area" regarding type of necessary treatment.

- B. Counselor obtains a release of information to authorize report of participation to the City of San José Employee Services Department.
- C. Treatment program is contacted by telephone to notify them that the client is coming and that:
1. Treatment is pre-authorized for a specific number of days and the authorization form is mailed to them.
 2. The program should contact City of San José Employee Services Department to confirm eligibility.
- D. Counselor fills out the pre-authorization form within one working day of admission and sends it to:

1. Treatment facility
2. City of San José Employee Services Department
3. Client (at home address)

E. Counselor interaction with treatment program during treatment will be as follows:

- Outpatient: Telephone contact weekly for the duration of treatment. If necessary, schedule a meeting with the client and treatment counselor for post-treatment planning.
- Inpatient: Meet with staff during the first fifteen (15) days of authorized treatment to determine the subsequent treatment course. Ask them to justify inpatient treatment beyond the fifteen (15) authorized days. Generally speaking, we will want to follow the recommendations of the program.
- Keep in contact on a weekly basis via telephone or letter.
- Attend discharge planning meeting at facility, and set-up first after-care appointment. Request that staff remind client to contact **EAP** therapist for appointment and that there are resources available to the employee via the union or the **EAP**.

F. Provide authorization for alterations or extension of treatment as necessary.

G. Continue contact a minimum of once a month for the first six months. Monitor the client's progress and participation in aftercare. (**EAP** will verify that the facility has obtained a release of information from the client.) Identify indicators of potential relapse and refer to prevention group if appropriate. Make referrals for additional necessary services; i.e., family counseling, adult and child support groups, etc.

H. The treatment program will be considered terminated when the client has successfully completed treatment, aftercare, and **EAP** case management, or:

1. If the client fails to attend aftercare.
No more than 2 unexcused absences.
Reasons for non-attendance must be cleared through **EAP** therapist.
2. Failure to attend follow-up counseling with **EAP** as agreed upon with their counselor.

I. Notify City of San José Employee Services Department and the client, in writing, when the "treatment program" is terminated or completed.

TRACK B: Emergency Admission to Treatment Facility

- A. Employee presents to a treatment facility. Facility calls City of San José Employee Services Department to determine eligibility and coverage.
- B. City of San José Employee Services Department will confirm eligibility and notify the facility that authorization is required through **EAP** beyond the initial 48-hour period of coverage.
- C. **EAP** will visit the treatment facility and assist the client within the 48 hours.
- D. If it is determined the client needs inpatient treatment, and
 - The treatment facility is an **EAP** recommended facility, authorization will be given as outlined in Track A.
 - The treatment facility is not an **EAP** recommended facility, **EAP** will facilitate a transfer to a recommended facility.
- E. If outpatient treatment is recommended and client agrees with the treatment course, **EAP** will facilitate the referral and authorize as indicated in Track A.

TRACK C: Second Treatment

- A. Eligible employees who have relapsed following an initial treatment would not be authorized for a second treatment without assessment by **EAP**. The procedures would be the same as for Track A or Track B, and approval would be based on professional judgment.

RECOMMENDED TREATMENT PROGRAM

Programs are evaluated on the basis of:

- Skill and experience of the staff
- Intensity of treatment model
- Use of group and family therapy
- Inclusion of a strong education component
- Availability of a well-structured aftercare program
- Involvement of the family in all phases of the program

Referrals to specific programs are made on the basis of:

- 1) Quality of program to meet the needs of the employee
- 2) Location in relation to employee, and
- 3) Cost

EAP will assist in the negotiation of preferred provider rates at the City's request.

The City of San Jose will provide a head count of all covered employees to **EAP** each month. **EAP** will bill the City of San Jose each month the contracted rate per covered employee for all gate-keeping services. The City of San Jose will be responsible for the cost of all recommended treatment services for covered employees.